

## Job Description

|                |   |
|----------------|---|
| Job title      | Parks Assistant: Mowing Operator  |
| Department     | Community & Regulatory  |
| Responsible to | Team Leader Parks & Reserves  |
| Location       | Rangitikei  |
| Job purpose    | This job exists to assist in the maintenance of the districts parks, gardens, reserves and cemeteries |
| Our Purpose    | Working for a better Rangitikei   |
| Our Values     | We care about each other, our work and our community  |
| Last updated   | April 2019  |

## Functional Relationships

| External   | Internal   |
|--|--|
| <ul style="list-style-type: none"> <li>• General Public</li> <li>• Community Groups and organisers</li> <li>• Contractors</li> <li>• Special Interest Groups</li> <li>• Other local authorities</li> </ul> | <ul style="list-style-type: none"> <li>• Council staff</li> <li>• Community &amp; Leisure Services Team Leader</li> <li>• Group Manager</li> <li>• Elected Members</li> <li>• Fleet officer</li> <li>• Finance Department</li> </ul> |

Chief Executive

Parks Assistant: Mowing

## Key Result Areas

|  |   |
|--|---|
| <p>The position of Parks Assistant encompasses the following major functions or key results areas:</p> <ul style="list-style-type: none"> <li>• Assist with Parks &amp; Reserves mowing operations (Marton - Taihape)</li> <li>• Customer Service</li> <li>• Health and safety</li> <li>• Risk Management</li> </ul>   |   |
| <b>Jobholder is accountable for</b>  | <b>Jobholder is successful when</b>   |
| <b>KRA 1 Assist with Parks &amp; Reserve operations</b>  |   |
| <ul style="list-style-type: none"> <li>• Assist across all parks and reserves and community &amp; leisure assets as required</li> <li>• Mowing is to a high standard in our regions Parks and Open spaces.</li> <li>• Equipment is maintained to a high standard</li> <li>• Provide information / reports to maintain relevant and accurate records i.e. timesheets, accidents, incidents, damages</li> <li>• Comply with all in-house rules, policies and regulations</li> <li>• Actively participate and assist with staff training and developments as required</li> <li>• Undertake special projects as required</li> <li>• Undertake cleaning of parks and pool vehicles</li> </ul> | <ul style="list-style-type: none"> <li>• Relevant parks, reserves and cemeteries are well maintained</li> <li>• All community and leisure assets are maintained to a high standard as required</li> <li>• All hard surfaces are clean and well maintained</li> <li>• Report any damage breakage or loss within the same day</li> <li>• Lawn maintenance and mowing is completed to a high standard.</li> <li>• Loose litter is collected and litter bins are emptied as required</li> <li>• Resources are used effectively</li> <li>• Accurate information is collected and provided for record keeping</li> <li>• Equipment is checked/maintained before and after usage</li> <li>• The cleaning of Parks and pool vehicles is completed on a regular basis</li> </ul> |
| <b>KRA 2 Customer Service</b>  |   |

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Ensure all interactions with the public are appropriate and professional at all times</li> </ul>  | <ul style="list-style-type: none"> <li>• Positive feedback from all staff interactions with the Public</li> </ul>  |
| <b>KRA 5 Risk Management</b>   |  |
| <ul style="list-style-type: none"> <li>• To ensure any know risks to the organisation are identified and reported</li> <li>• Ensure compliance with Council policies and procedures</li> </ul>   | <ul style="list-style-type: none"> <li>• Risks are identified and appropriate remedial action is taken where necessary</li> </ul>  |
| <b>KRA 6 Health &amp; Safety</b>   |  |
| <ul style="list-style-type: none"> <li>• Follow appropriate health &amp; safety practices ensuring own health &amp; safety and the safety of other staff and public.</li> <li>• Comply with Health &amp; Safety requirements, particularly with regard to operating machinery</li> </ul> | <ul style="list-style-type: none"> <li>• All Health &amp; Safety standards are adhered to and all H&amp;S procedures are understood</li> <li>• Any new hazards are reported to the relevant Manager and HR and or H&amp;S committee</li> <li>• Actively participate in the creation of safe operation procedures</li> <li>• Hazards are identified and control measures put in place</li> <li>• Work related accidents, incidents and illnesses are reported within 24 hours</li> <li>• Emergency procedures are followed</li> <li>• Safe work practices are demonstrated</li> <li>• Personal protective equipment issued is worn /used correctly</li> <li>• Relevant safety training is undertaken as identified through annual assessment of specific job safety requirements</li> </ul> |
| <p><b>Note</b></p> <p>The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development system.</p>   |  |

## Person Specification

### Knowledge/Experience

#### *Expected*

- A minimum one year's relevant experience in a similar role
- Experience in the maintenance of Parks and Reserves and/or the mowing industry.

- Experience in the operation of large mowing equipment is desirable e.g. Kubota and Walker mowers
- Driver's license for relevant vehicle classes. A heavy trade licence is preferred but not essential.
- A good standard of personal fitness and health
- Demonstrate a willingness to participate in ongoing job specific personal education and training

*Desirable*

- An excellent knowledge of the care and use of mowing machinery
- A knowledge in the care of sports fields and playing surfaces

**Key skills/attributes/job-specific competencies**

We typically expect the following levels for the 100% fully effective level:

|                   |  |
|-------------------|--|
| Expert            | <ul style="list-style-type: none"> <li>• Carries out routine tasks of a physical nature relating to Councils parks, gardens, sports ground, and cemeteries.</li> </ul> |
| Advanced          | <ul style="list-style-type: none"> <li>• Council facilities and properties are maintained to a high standard</li> </ul>  |
| Working knowledge | <ul style="list-style-type: none"> <li>• Operates mechanical equipment with little supervision.</li> </ul>   |

**Key Behaviours for all Staff as Part of Performance Development**

The following are examples for illustrative purposes only at this stage:

- Commitment/personal accountability
- Professional/technical expertise
- Creating value for customers
- Effective communications and relationships
- Teamwork

Plus the following competencies as applicable:

- Communication skills – Listens actively, writes and speaks clearly
- Customer Service – Strives for high customer service
- Personal efficiency and organisation – Plans ahead, manages time well and is on time
- Physical agility – Physical capability is required for this job
- Relationship building – Establishes a productive, co-operative and inclusive environment with others
- Teamwork – Works with others and helps others to accomplish objectives
- Working independently – The ability to work independently, with minimal supervision

## Other Requirements

- A current driver's licence
- Dress standard – appropriate working attire/ as per the Council clothing policy
- To work as per roster this could include weekend work, overtime when required, travel away overnight, respond to emergency situations

## Hazards Associated with the Position

Rangitikei District Council is committed to ensuring that health and safety are not compromised by either the work environment or work process and procedures by:

- Providing a safe and healthy work environment
- Reducing risk to employees arising from identified hazards

Rangitikei District Council takes all reasonable steps to ensure that no individual is appointed to a position that will endanger that person's health by ensuring that significant hazards associated with the position are identified.

Before we offer you the position, we may ask you to complete a health questionnaire. This will provide us with a baseline health status to ensure that we can identify potential risks.

| Activity  | Hazard  |
|---|---|
| The position requires physical activity, working in all weather conditions, handling of chemicals and herbicides, usage of ladders and loud equipment, and operating machinery. | Environmental hazards, chemicals and herbicides noise hazards and height hazards and machinery usage. |
| Public and staff contact  | Verbal/physical abuse   |
| Driving various Council vehicles  | Hazards associated with driving   |
| Fluctuations of workload  | Stress  |

## Change to Job Description

From time to time, it may be necessary to consider changes to the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. The manager of this position may initiate such change as necessary.

We may review this job description as part of the preparation for performance planning for the annual performance cycle.

## Remuneration

**This position is grade 7 with a salary range of \$36,108- \$41,269 (85%-100%) progression within the salary range and above shall be based on performance, market movement and at the discretion of the employer.**

**Approved**

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*Manager/Supervisor*

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*Date*

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*Employee*

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*Date*

WE CARE ABOUT  
EACH OTHER  
OUR WORK  
THE COMMUNITY