

## POSITION DESCRIPTION

<b>TITLE:</b> Parks & Gardens Maintenance Officer	<b>VACANCY NO:</b> 39502
<b>UNIT:</b> Parks	<b>GROUP:</b> Citizens & Community
<b>REPORTS TO:</b> Team Leader Parks	<b>DIRECT REPORTS:</b> Nil
<b>LOCATION:</b> Any Christchurch City Council Location	<b>DATE:</b> July 2025

### Purpose of the position:

- To ensure Christchurch's Parks Gardens, Conservatories and Nurseries, are presented and maintained in a manner that enhances Christchurch City's image as New Zealand's "Garden City".

### General:

As an employee of the Council you are required to:

- Respond to the changing needs of the Council, performing other tasks as reasonably required.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policy.
- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Christchurch City Council policies and processes.
- Be associated, as required, with **CIVIL DEFENCE** or any exercise that might be organised in relation to this council function.
- Assist, support and respond to, as reasonably required, any event where the Business Continuity Plan is activated.

### Key Areas Of Accountability

<b>Team</b>	<ul style="list-style-type: none"> <li>Consistently demonstrate and uphold Council's shared values and behaviours in all daily activities; including the way in which decisions are made.</li> <li>Complete tasks in an efficient and effective manner.</li> <li>Participate in the Council's Performance Development and Review process. This involves planning and agreeing work and skill development objectives and reviewing and assessing achievements on a regular basis.</li> <li>Attend team meetings as required</li> </ul>
<b>Judgement and Decision Making</b>	<ul style="list-style-type: none"> <li>In line with the position purpose and key responsibilities, the following describes the extent of judgement, decision making and authority required:</li> <li>Possess the judgement to determine the appropriate equipment and techniques to be used in particular circumstances.</li> <li>Have the ability to resolve day to day issues and provide ideas and contribute to the methodology proposed to undertake daily tasks.</li> <li>Proactively identify and document opportunities to improve the open space</li> <li>Identify the risks associated with using machinery in public open space and make decisions based on safe practices and public safety.</li> </ul>

<b>Key Areas Of Accountability</b>	
	<ul style="list-style-type: none"> <li>• Show initiative when working unsupervised.</li> <li>• Ensure that the appropriate traffic management plan is applied to each specific work site, taking into account a risk assessment approach, where required.</li> <li>• On an adhoc basis, the incumbent has the opportunity to participate and contribute by suggesting appropriate improvements that may be undertaken in the workplace in line with the responsibilities of the Parks &amp; Gardens Maintenance Officer role. Approval to undertake works is required from the Supervisor before occurring</li> </ul>
<b>Maintenance activities</b>	<ul style="list-style-type: none"> <li>• Ensure the maintenance of grass, reserves, garden areas and plants and all associated furnishings are carried out efficiently and effectively in accordance with service guidelines and specifications. These may include the following but not exclusive to: <ul style="list-style-type: none"> <li>○ Mowing and management of turf areas</li> <li>○ Maintenance of gardens &amp; plantings</li> <li>○ Cleaning of paths and hard surfaces, including safety fall zone material</li> <li>○ Clean water features and maintain to a high standard</li> <li>○ Clean facilities e.g.: public toilets, BBQs as required (it is not anticipated that the actual cleaning of public toilets becomes a regular part of the role).</li> <li>○ Maintain a safe and hazard free environment e.g.: playground, picnic areas</li> <li>○ Production, processing and dispatch of plant collections e.g.: Nursery</li> </ul> </li> <li>• Maintain accurate daily work records, including recording the completion of maintenance requests and hazard identification/risk assessment documentation on a regular basis.</li> <li>• Assist other Parks Services and Operations team members as required and to participate in rotation amongst Parks, activities as may be required to address demand in departments /area workloads, whilst recognising and taking into account of each team members specialist skills and experience. This may include operational and/or minor capital works projects, and is performed as part of a team or individually under general supervision, through the Supervisors.</li> <li>• Provide direction to casual and contract staff when required.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Provide a professional, friendly and informative service to customers, ensuring agreed standards of service are delivered to both external and internal customers</li> <li>• Provide quality service equally to all customers, with an understanding of diversity Ensure any potential issues are identified and resolved or escalated</li> <li>• Maintain effective relationships with visitors to the parks.</li> <li>• Maintain a professional approach to people and the work.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Responsible for keeping yourself and others safe while at work, complying with Council health and safety systems and wearing protective clothing and using equipment provided.</li> <li>• Ensure safe and competent operation in all aspects of the role, including (but not limited to) vehicles, herbicides and the operation and maintenance of front deck mowers and other parks machinery and equipment</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>• Accountable and responsible for managing a budget of \$ Nil</li> </ul>
<b>Delegations</b>	<ul style="list-style-type: none"> <li>• Delegated authority is as per the Register of Delegations on the Christchurch City Council website</li> </ul>

<b>Key Relationships/Customers:</b>	
<b>Internal</b>	<b>Nature of the Relationship</b>
Team Leader	Direct report to
Colleagues	Works with
<b>External</b>	<b>Nature of the Relationship</b>
Public	Provide customer service

<b>Formal Qualifications and Training</b>	<b>Required</b>	<b>Desirable</b>
Minimum of level 4 National Certificate in Horticulture or equivalent, or extensive experience in similar role	✓	
Grow safe Qualified		✓
Traffic management ticket/qualifications		✓
Current full drivers licence	✓	

<b>Key Experience/Knowledge/Skills/Competencies</b>	<b>Required</b>	<b>Desirable</b>
3 – 4 years previous experience working in gardens and / or grounds as a practical placement	✓	
Proven experience in horticulture, or knowledge of and interest	✓	
<b>Bridge the Gap – Kahupapatia te wehenga</b> <ul style="list-style-type: none"> <li>Values and supports biculturalism, proactively extending their own knowledge and understanding. Adjusts and improves their mahi to embrace Te Tiriti o Waitangi.</li> </ul>	✓	
<b>Be a Legend – Kia rangatira te tū</b> <ul style="list-style-type: none"> <li>Is great to be around and have around. Enjoys working as part of a team and plays an active role in creating a welcoming and helpful workplace environment for all. Makes it easy for other parts of the Council to work with them and provides exceptional internal service.</li> </ul>	✓	
<b>Raise the Bar – Hīkina te taumata</b> <ul style="list-style-type: none"> <li>Is resilient and able to think through and cope with change, setbacks, and difficult situations. Keen to make improvements to processes and services and bring others on the journey. Flexible and willing to learn.</li> </ul>	✓	
<b>Do the Mahi – Mahia te mahi</b> <ul style="list-style-type: none"> <li>Places great importance on doing a good job and going the extra mile. Organised, reliable and self-disciplined with sound ability to prioritise. Thinks carefully through problems and makes good decisions. Produces high quality, useful mahi.</li> </ul>	✓	
<b>Proudly Serve – Kia whakahī te whakarato</b>	✓	

Key Experience/Knowledge/Skills/Competencies	Required	Desirable
<ul style="list-style-type: none"> <li>Proud to serve the hapori (community) and provide the best possible service to citizens in the most cost-effective way. Clearly understands and supports the 'how' and 'why' of local government and the 'ecosystem' of the Council. Manages risk and reputation effectively within the context of their role.</li> </ul>		

## POSITION DESCRIPTION

How the position fits into the organisation:

