

Palmerston North City Council Job Profile

Position Title	Gardener (Esplanade Gardens)
Reporting to	Esplanade Coordinator
Unit	Infrastructure
Date Updated	November 2018

Values

We are committed to fostering an environment where our values of Trust, Worth, Service, and Transformation form the cornerstones of our interactions with each other and the city we serve. We believe it is essential to treat each other with respect and dignity, take responsibility for own actions, and have a positive, friendly, and professional approach.

Context

The Infrastructure Unit of Palmerston North City Council is charged with the management and maintenance of all PNCC's assets, facilities and infrastructure. This means making sure the assets are fit for use now, and future needs are planned for.

The Parks Maintenance Team maintains Council reserves, parks, sports fields, cemeteries and playgrounds. The Esplanade Team maintains the Esplanade facilities, parks and gardens.

Main Purpose

To undertake maintenance and development of the Esplanade Rose Gardens. Also to undertake maintenance of Council parks, reserves and sports fields within the Palmerston North City and service other areas within the Operations Division as required.

Key Areas of Responsibility

- Maintenance of Rose Gardens, including dead-heading, pruning, fertilizing etc.
- Maintenance of specific reserve areas in the Esplanade.
- Assist with the development of new Palmerston North parks, reserves and sportsfields in line with the customer's specifications.
- Maintenance of play grounds and equipment within the Esplanade network in line with codes of practice and guidelines.
- Use and maintenance of plant and equipment in a safe and efficient manner.
- Carry out litter control duties, contributing to keeping the city tidy and free of rubbish.
- Ensure that all appropriate actions are taken to meet health and safety requirements (see below accountabilities)

Please note: Key areas of responsibility are likely to develop and change over the course of an employee's tenure at Council as the employee grows in skills and competencies. These key tasks and areas of responsibility are not an exhaustive list, nor will they remain static. In addition, employees may be asked to do tasks outside of this description as and when required.

Risk Management accountabilities for all employees

- **Council Policies and Procedures:** Ensure self and team comply with applicable council policies and procedures.
- **Environmental:** Reduce environmental impacts that may arise from work. All activities and communications must be conducted in accordance with applicable environmental laws and council policies. Promote the proactive management of environmental issues associated with conducting business.
- **Health & Safety:** Comply with Health and Safety obligations (e.g. observe and practice safe work methods, ensure your own safety and that of others, report any hazards or potential hazards immediately, use protective equipment and wear protective clothing provided where appropriate, only operate equipment that you have the necessary license and skills to operate, make unsafe situations safe or report unsafe working conditions to your supervisor, report all accidents including near misses promptly)
- **Employment Legislation:** Comply in full with employment legislation and adherence to applicable policies in the areas of employment, EEO and recruitment.

Key Relationships

Internal:

- Horticultural Supervisor
- Horticultural Job Coordinators
- Other Operations Division staff as necessary
- Other PNCC staff as necessary

External:

- Members of the public
- External clients
- Contractors

Typical knowledge, skills, and attributes:

Knowledge (qualifications and experience)

- Level 4 amenity horticultural qualification or equivalent is desirable
- A current Class 1 driver's licence is essential
- A current Growsafe Certificate is desirable, but training can be provided
- A current HSNO certificate is preferred, but training can be provided
- Rose garden maintenance experience is preferred
- A sound knowledge of trees, shrubs, bedding plants, herbaceous perennials and plant production
- Knowledge of amenity horticulture maintenance and procedures, and lawn maintenance

- Knowledge of machinery care and operation that is necessary to fulfill the primary objective in a safe and efficient manner

Skills and Attributes

- The ability to work constructively alongside colleagues in a team environment
- Ability to work autonomously with minimal supervision
- Conflict management skills
- Ability to communicate with a wide range of people from varying backgrounds in an effective and professional manner
- Empathy and demonstrated integrity and understanding through contact with the public and appropriate user groups
- Sound driving skills
- Ability to work under pressure, whilst maintaining professionalism
- A reasonable level of physical fitness is required as this position may require the individual to perform manual handling tasks on a frequent and on-going basis (e.g. lifting/carrying of equipment)

Remuneration

The wage scale for the position depends on the Manager's assessment of the skills/experience of the jobholder and any other relevant factors. This role is banded as a Grade 2 or 3, dependent upon the skills, qualifications and experience of the applicant. Remuneration will be at the Operations Manager's discretion.

Other

The position may be called to work outside normal working hours in the event of a Civil Defence emergency or exercise. The job holder will be expected to participate fully in training provided for this and any other City Enterprises activities.