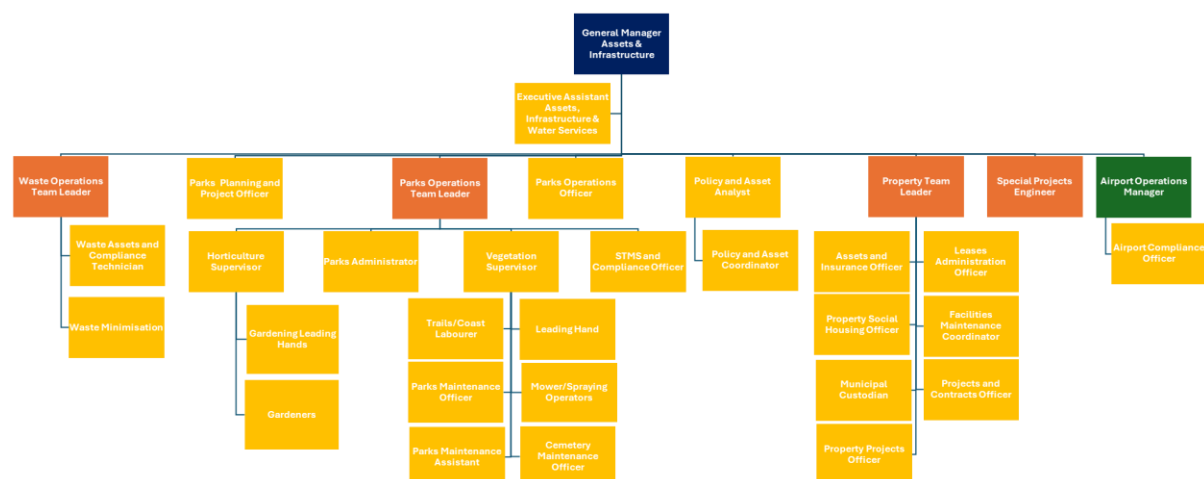


## Position Description: Gardening Leading Hand

<b>Business Group</b>	Infrastructure
<b>Reports To</b>	Horticulture Supervisor
<b>Direct Reports</b>	Nil
<b>Date</b>	September 2025
<b>Budget Responsibility</b>	Nil
<b>Financial Delegation</b>	Nil

## Business Group Structure



### **Purpose of the Position**

The Gardening Leading Hand position is responsible for coordinating the efforts of an in-house maintenance teams for Council's gardens, parks, landscapes and other greenspaces. While this position will help direct the team, it is expected that they will also work as part of the team in carrying out horticulture related work. The team's goal is to upkeep the quality and beauty of the greenspaces around the Timaru District.

### **Key Relationships / Customers**

<b>External</b>	<b>Internal</b>
Members of the public	Parks Operations Team Leader
Contractors	Horticulture Supervisor
Community Groups	Assets & Infrastructure Team
Horticulture Suppliers	All TDC Staff
Hardware Suppliers	

### **Position Responsibilities**

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

#### **Leadership**

1. Lead the team of gardeners responsible for the continuous maintenance of Council's greenspaces.
2. Be responsible for the day to day management and operation of the gardening team, including assigning work to team members, and planning future work schedules.
3. Ensure maintenance progress and issues are reported on and addressed.
4. Actively engage in setting goals and objectives for the gardening team.

5. Effectively convey vision, ideas, and goals to the gardening team, including giving and receiving constructive feedback.
6. Effectively utilise technical skills capacity and knowledge of team members.
7. Promote teamwork, inter-department co-operation and knowledge sharing.
8. Provide on-job knowledge, support and training of team members, particularly new gardeners.
9. Ensure team members provide a good public image and are polite and courteous to members of the public.
10. Assist with monitoring all Parks and Recreation service delivery by actively observing operations, including from a Health and Safety perspective.

### **Teamwork**

11. Coordinate daily activities with team members to as to ensure work can be effectively spread through the team.
12. Coordinate gardening activities with other gardening teams to ensure effective coverage and efficient delivery of work.

### **Greenspace and Landscape Maintenance**

13. Responsible for ensuring that the parks, gardens, and greenspaces overseen by the Council are well maintained.
14. Mow lawns and grassy areas using a powered lawnmower or ride-on mower.
15. Carry out the fertilising, weeding, spraying, deadheading, edging, and irrigating of flowering and other planted areas.
16. Carry out the seeding, planting, and nursing of annual bedding plants.
17. Monitor and report on various greenspaces about plant growth and plant health with the view of identifying problematic areas.
18. Handle and apply hazardous chemicals and fuels in a safe manner.
19. Arrange and undertake the control of various pests and diseases.
20. Operate powered gardening and landscaping tools such as chainsaws and weed eaters in a safe manner.
21. Undertake maintenance checks and servicing of all tools and equipment.
22. Ensure hard surfaces are maintained and well presented.

23. Ensure parks furniture, signs and structures are clean and maintained to a high standard.
24. Coordinate litter collection to maintain a high standard of presentation.
25. Keep informed of and up to date with gardening and horticulture techniques.
26. Carry out other horticultural work as needed.

### **Coordination**

27. Take stock of live plants in transit between nursery and final planning destination.
28. Take stock of gardening supplies and materials, to report on these and to replenish the stock.
29. Take stock of gardening tools, equipment, and vehicles, to make sure that they are present, in good working order and fit for purpose.
30. Assist with ordering plants, gardening supplies, and gardening tools to make sure the gardening team is well stocked and equipped.

### **General**

31. Assist with other duties as reasonably required by the Horticulture Supervisor.
32. Actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly, following SOPs and knowing what to do in the event of an emergency.
33. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy
34. Be actively involved in Civil Defence Emergency Management when required.
35. Live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
36. Commitment to the principles of the Treaty of Waitangi

### **Formal Qualifications / Training / Experience**

<b>Minimum Qualification</b>	NZQA Level 4 qualification in horticulture
<b>Desired Qualification</b>	NZQA Level 5 qualification in horticulture
<b>Minimum Experience</b>	3 years of relevant experience in gardening or horticulture roles
<b>Desired Experience</b>	3+ years of relevant experience in gardening or horticulture roles

### Key Competencies / Skills / Knowledge

- Ability to work on weekends on a rostered basis.
- Sound understanding of horticulture and how to care for various plants found in the South Canterbury region (Plant selection, propagation, budding, grafting, plant life cycles, soils and fertilisers, pests, diseases and disorders, pruning).
- Sound understanding of the Health and Safety at Work Act 2015.
- Well-developed teamwork skills with the ability to maintain a cohesive and effective work team.
- Ability to train others, delivering specialist knowledge education in a logical, concise, clear and engaging manner.
- Demonstrated skills in the safe use of powered hand mowers, and ride-on mowers.
- Ability to operate power tools and equipment safely.
- Ability to undertake agrichemical spraying safely.
- Show attention to detail and a good level the technical ability.
- Ability to work well as part of a team, yet also conscientiously work unsupervised.
- Be capable of working in variable weather conditions.
- Have good time management skills.
- Have basic computer skills.
- Be physically fit and able to work on knees, walk more than 5 km per day, and lift loads of 5 kg.
- Have a current full driver's licence.
- Great sense of humour and work ethic.

- High level of honesty, integrity, confidentiality and a trustworthy manner.

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**General Manager Assets & Infrastructure    Gardening Leading Hand**

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**Date**

**Date**