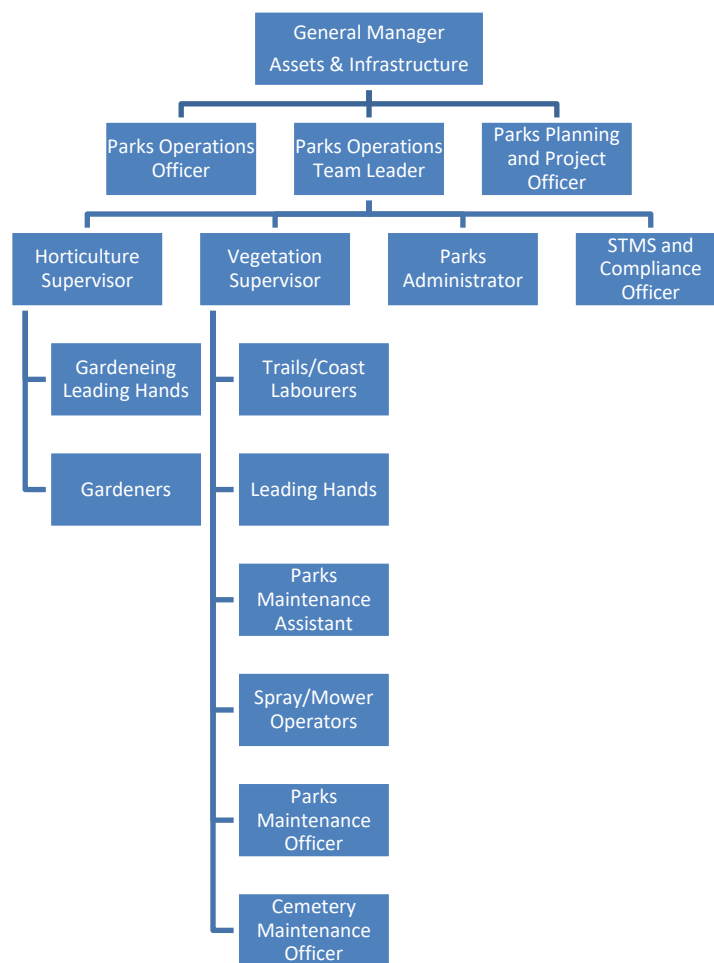


## Position Description: Horticulture Supervisor

<b>Business Group</b>	Assets and Infrastructure
<b>Reports To</b>	Parks Operations Team Leader
<b>Direct Reports</b>	18
<b>Date</b>	August 2025

## Business Group Structure



### **Purpose of the Position**

This position is to coordinate and supervise Council's horticulture teams to deliver a robust and effective parks and gardens maintenance activities for parks, gardens and reserves maintained by the Timaru District in-house parks maintenance unit. This is a hands-on position working alongside, leading and training the horticulture maintenance teams.

### **Key Relationships / Customers**

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

### **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.

### **Horticulture Maintenance**

1. Manage and coordinate the maintenance of horticultural assets within the Timaru District maintained by our in-house maintenance teams.
2. Implement and oversee an annual maintenance plan for horticultural assets in the Timaru District.
3. When required, work with contractors to complete horticultural work is completed on time and within budget to a high standard.
4. Ensure CRM's are responded to in a timely manner.
5. Ensure all work is appropriately prioritised.
6. When required, oversee maintenance projects ensuring they are completed to a high standard, on time and within budget.

7. Oversee plant maintenance and key plants are being grown.
8. When required, assist in the design and development of horticultural spaces, including assisting in procurement processes.

### **Health and Safety**

9. Maintain a safe workplace and environment by observing safe work practices and draw to the notice of the Parks Operations Team Leader to any areas of concern.
10. Ensure all contractors meet Council's health and safety requirements and complete all relevant paperwork prior to undertaking work.
11. Report all incidents, on site observations, and near misses within the health and safety management system as soon as possible.
12. Complete all tasks using relevant health and safety procedures, PPE and documentation.
13. Understand and promote all aspects of TDC's health, safety and wellbeing initiatives, policies and systems.
14. Manage daily operations to ensure safety and customer satisfaction.

### **Leadership**

15. Lead and manage horticulture teams, coordinating work that optimizes available resources, monitor timesheets, monitor plant usage, programme equipment maintenance as required
16. Provide a good public image and be polite and courteous to members of the public.
17. Effectively convey vision, ideas, goals and issues.
18. Train and develop team to meet performance goals.
19. Promote team work, inter-department co-operation and knowledge sharing.
20. Provide on-job cover for leading hands and/or other staff shortages as required to maintain standards and meet completion deadlines
21. Actively engage in setting goals and objectives for self and team.
22. Give and receive constructive feedback.
23. Effectively utilise technical skill capacity and knowledge of team members.

24. Work with team to develop technical solutions to new or highly complex problems.
25. Quickly and effectively addresses road-blocks, issues or problems.
26. Enhanced awareness and knowledge of methods and techniques used by TDC to gain insight, plan, and make decisions.
27. Support process improvements and resource optimisation.
28. Generate and suggest ideas to contribute to unit cost saving strategies and execute initiatives.

### **Other**

29. Assist with other duties as reasonably required by the Parks Operations Team Leader.
30. 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.
31. To be actively involved in Civil Defence Emergency Management when required.
32. Proactively lead the continuous development of health and safety culture and practices through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
33. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously create a team culture that is consistent with the overall organisations values and above the line behaviours.
34. 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>	4 years experience
<b>Desired Experience</b>	5 years experience including leadership

## **Key Competencies / Skills / Knowledge**

1. Sound understanding of horticulture and how to care for various plants (plant selection, propagation, budding, grafting, plant life cycles, soils and fertilisers, pests, diseases and disorders, pruning).
2. Sound understanding of the Health and Safety at Work Act 2015.
3. Ability to lead and develop team to fully utilise skill and technical capacity, to achieve individual, unit and organisational goals.
4. Sound working knowledge of the units function/s with the ability to support process improvement.
5. Ability to build relationships through understanding and meeting diverse range of internal and external stakeholders needs at all levels.
6. Well developed, friendly interpersonal skills.
7. Awareness and knowledge to problem solve, generate new ideas.
8. Effective written, verbal and non-verbal communication skills.
9. Ability to give and receive constructive feedback.
10. Excellent computer skills in the Microsoft Windows environment, such as knowledge of Excel.
11. Knowledge of standard business and financial process and terms.
12. Well organised and self-motivated, able to prioritise and meet deadlines.
13. Ability to work independently with minimal supervision.
14. Work and contribute towards the overall goals of the team.
15. Flexibility to work on weekends or evenings when required.
16. Must be in possession of a full driver's license.
17. Physically ability to perform cleaning and maintenance tasks.
18. Physically capable of lifting and carrying loads of 23kg.
19. Physically capable of working on hands and knees.
20. Experience with odd jobs such as cleaning, repairing, and small equipment maintenance along with a willingness to learn and develop new skills and practices.
21. High level of honesty, integrity, confidentiality and a trustworthy manner.

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**Parks Operations Team Leader**

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**Horticulture Supervisor**

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**Date**

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**Date**