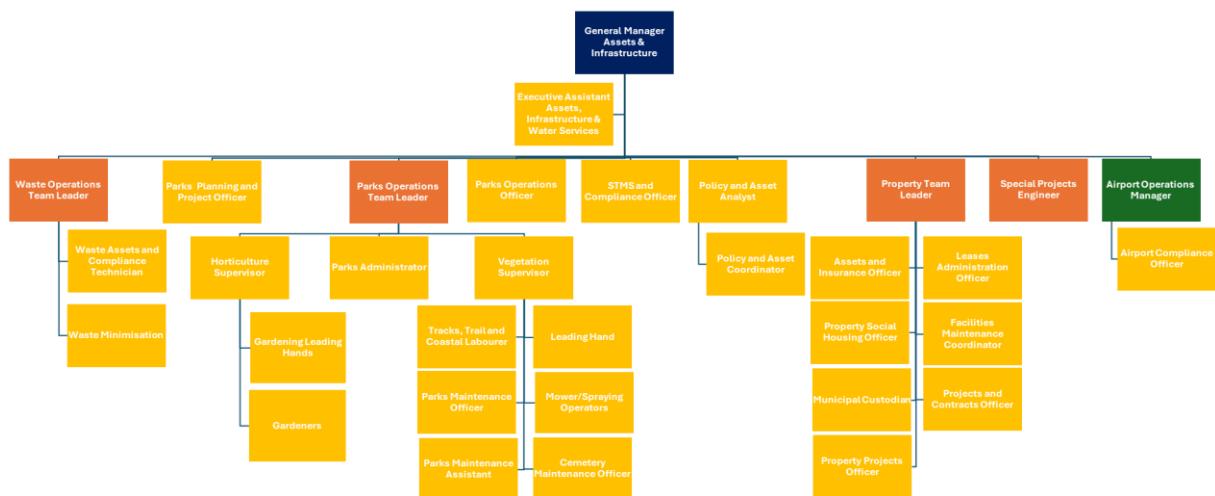




## Position Description: Mowing Leading Hand

<b>Business Group</b>	Infrastructure
<b>Reports To</b>	Vegetation Supervisor
<b>Direct Reports</b>	Nil
<b>Date</b>	January 2026
<b>Budget Responsibility</b>	Nil
<b>Financial Delegation</b>	Nil

## Business Group Structure



## Purpose of the Position

The Mowing Leading Hand position is responsible for coordinating the efforts of an in-house maintenance teams for Council's turf, 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	Vegetation Supervisor
Community Groups/ Sports Clubs	STMS/ Compliance Officer
Horticulture & Turf Suppliers	Assets & Infrastructure Team
Maintenance Service Providers	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.

### **Leadership**

1. Lead the team of Mowing Operators responsible for the continuous maintenance of Council's greenspaces.
2. Be responsible for the day to day management and operation of the Mowing 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, standards and objectives for the mowing team.
5. Actively monitor, develop, consult and implement operational efficiencies to ensure maximum productivity is maintained in mowing rounds.
6. Effectively convey vision, ideas, and goals to the mowing team, including giving and receiving constructive feedback.

7. Effectively utilise technical skills capacity and knowledge of team members.
8. Promote teamwork, inter-department co-operation and knowledge sharing.
9. Provide on-job knowledge, support and training of team members, particularly new operators.
10. Ensure team members provide a good public image and are polite and courteous to members of the public.
11. Assist with monitoring all Parks and Recreation service delivery by actively observing operations, including from a Health and Safety perspective.
12. Promote and organise efficient and effective maintenance procedures of all mowing and turf equipment used.
13. Actively check and review that all aspects of Health & Safety are followed by the mowing operators.

### **Teamwork**

14. Coordinate daily activities with team members to ensure work can be effectively spread through the team.
15. Coordinate mowing activities with other parks teams to ensure effective coverage and efficient delivery of work.

### **Turf, Greenspace and Landscape Maintenance**

16. Responsible for ensuring that the parks, sportfields, reserves and greenspaces overseen by the Council are well maintained to the required standard.
17. Mow all parks, sportfields, reserves and turf areas using the appropriate mowing equipment.
18. Carry out the fertilising, aeration, spraying, edging, and irrigating of turf areas as required.
19. Monitor and maintain all trees, shrubs and margins in operational areas to ensure appropriate clearances for mowers.
20. Carry out any seeding, oversowing, renovation work as required to promote clean, healthy and effective sportfields and high-profile amenity spaces.
21. Monitor and report on various greenspaces about turf growth and turf health with the view of identifying problematic areas and managing seasonal mowing regimes.
22. Handle and apply hazardous chemicals and fuels in a safe manner.

23. Arrange and undertake the control of various turf pests and diseases.
24. Operate powered gardening and landscaping tools such as chainsaws and weed eaters in a safe manner.
25. Undertake maintenance checks and servicing of all mowers, tools and equipment.
26. Ensure hard surfaces are well presented and free of grass deposits.
27. Ensure parks furniture, signs and structures in operational areas are clean, free of damage and maintained to a high standard.
28. Coordinate litter collection to maintain a high standard of presentation.
29. Keep informed of and up to date with turf, arboriculture and horticulture techniques.
30. Carry out tree maintenance & mulching, hedge maintenance and logistical support when required.
31. Carry out other vegetation work as needed.

### **Coordination**

32. Take stock of workshop equipment and parts to ensure continuous operation.
33. Take stock of turf supplies and materials, to report on these and to replenish the stock.
34. Take stock of mowing equipment, trailers, small plant and vehicles, to make sure that they are present, in good working order and fit for purpose.
35. Assist with ordering parts and equipment to ensure the mowing team is well stocked and equipped.
36. Where possible, organise that all third-party maintenance/ servicing is carried out to minimise impact to mowing rounds.
37. Coordinate any traffic management requirements with the STMS/Compliance Officer.

### **General**

38. Assist with other duties as reasonably required by the Vegetation Supervisor.
39. 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.

40. 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
41. Be actively involved in Civil Defense Emergency Management when required.
42. 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 behaviors.
43. Commitment to the principles of the Treaty of Waitangi

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

<b>Minimum Qualification</b>	NZQA Level 4 qualification in Sports Turf
<b>Desired Qualification</b>	NZQA Level 5 qualification in Sports Turf
<b>Minimum Experience</b>	4 years of relevant experience in turf or mowing roles
<b>Desired Experience</b>	5+ years of relevant experience in turf or mowing roles

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

- Ability to work on weekends on a rostered basis.
- Sound understanding of Turf and how to care for it with various soil structures found in the South Canterbury region (Grass selection, seeding, soils and fertilisers, pests, diseases).
- 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 20 kg.
- Have a current full driver's licence + wheels endorsement. Class 2 licence preferred.
- Great sense of humour and work ethic.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

---

---

#### **General Manager Assets & Infrastructure   Mowing Leading Hand**

---

---

**Date**

**Date**