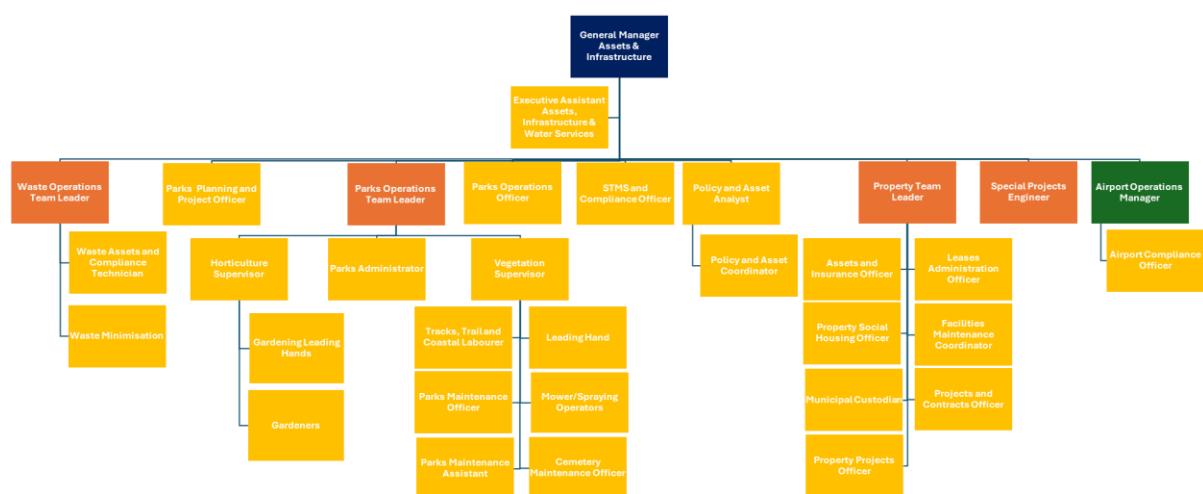




Position Description: Tracks, Trails and Coastal Labourer

Business Group	Assets & Infrastructure
Reports To	Vegetation Supervisor
Direct Reports	Nil
Date	January 2026
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Purpose of the Position

The Tracks, Trails and Coast Labourer position is responsible for direct in-house maintenance of Council's tracks, trails and coastline areas. This hands-on position will work with as part of the team to upkeep the quality and beauty of the tracks, trails and coastal spaces around the Timaru District.

Key Relationships / Customers

External	Internal
Members of the public	Vegetation Supervisor
Contractors	Parks Operations Team Leader
Community Groups	Parks Operations Team
Horticulture Suppliers	Assets & 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.

Tracks Trails & Coastal Areas Maintenance

1. Keep all physical surfaces of tracks, trails and coastal areas within your control well maintained to the appropriate dimensions, clearance from foliage, free of debris and/or rubbish and in a safe condition for users. (includes parking areas)
2. Ensure all hard assets within your control are well maintained, operational, free of graffiti, debris and damage including bins, signage, fences, bollards, gates, board walks, bridges, chains, locks, steps, handrails, seats, tables, drainage swales, pipes and fords.

3. Carry out any minor repairs on hard assets as required.
4. Assist with the installation or replacement of hard assets within your operational areas.
5. Maintain specified areas using a powered lawnmower or ride-on mower, hedge trimmers, line trimmers.
6. Carry out the planting, weeding, spraying, edging and irrigating of operational areas.
7. Carry out any new or replacement revegetation plantings as directed by the Vegetation Supervisor using good horticultural techniques.
8. Safely operate an ATV (Side by Side) with motorised spray unit.
9. Monitor and report on various tracks, trails and coastal areas about revegetation plant growth and plant health with the view of identifying problematic areas, pest's, pest damage and pest plants.
10. Monitor and report on various tracks, trails and coastal areas about access, safety and other issues or concerns as they arise.
11. Handle and apply hazardous chemicals and fuels in a safe manner.
12. Operate powered gardening and landscaping tools such as chainsaws, hedge trimmers, blowers and line trimmers in a safe manner.
13. Undertake the use and regular maintenance checks and servicing of all horticulture tools, small plant and equipment.
14. Undertake regular maintenance checks on any vehicles used and servicing is up to date.
15. Carry out and/or assist with the preparation of maintenance and revegetation programs conducted by community groups, volunteers and /or Corrections.
16. Keep informed of and up to date with arboriculture, horticulture techniques, agrichemical & building regulations and requirements.
17. Carry out any rubbish collection as required.
18. Carry out other horticultural and maintenance work as needed.

Teamwork

19. Coordinate daily activities with the Vegetation Supervisor and team members to ensure work can be effectively spread through the team.
20. Coordinate gardening activities with other gardening teams or volunteer groups to ensure effective coverage of work and to avoid double work.
21. Share knowledge of horticulture, arboriculture, agrichemical and building techniques with others and support the training of new Track, Trails and Coastal Labourer.

General

22. Provide a good public image and are polite and courteous to members of the public and users including community groups, volunteers and Corrections.
23. Actively engage in setting own goals and objectives for the operational unit.
24. Assist with other duties as reasonably required by the Vegetation Supervisor.
25. Assist with monitoring all Parks and Recreation service delivery by actively observing operations, including from a Health and Safety perspective.
26. Actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, follows SOPs, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
27. 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
28. Be actively involved in Civil Defence Emergency Management when required.
29. 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.
30. Commitment to the principles of the Treaty of Waitangi

Formal Qualifications / Training / Experience

Minimum Qualification	NCEA Level 2 or equivalent
Desired Qualification	NZQA Level 3 qualification in Horticulture, Growsafe Certificate, ATV License, Chainsaw certificate.
Minimum Experience	2 years of relevant experience in related role
Desired Experience	3+ years of relevant experience in gardening or horticulture roles.

Key Competencies / Skills / Knowledge

- Ability to work on weekends on a rostered basis.
- Have a general understanding of horticulture and how to care for various plants found in the South Canterbury region particularly in coastal, river and forestry environments.
- Have a general understanding of Arboriculture.
- Hold or work towards holding a horticulture qualification.
- Hold or obtain an ATV license.
- Hold or obtain a Growsafe Certificate
- Sound understanding of the Health and Safety at Work Act 2015.
- Demonstrated skills in using powered hand mowers, ride-on mowers, hedge trimmers and line trimmers.
- Ability to operate power tools safely.
- Possess some basic building trade skills.
- Ability to undertake agrichemical spraying safely.
- Have attention to detail and the technical ability to handle various plants.
- 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 in excess of 5 km per day, and lift loads of 20 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.

General Manager

Assets & Infrastructure

Tracks Trails and Coast Labourer

Date

Date