

Position Description GARDENER

PURPOSE	To create and maintain an environment in the Village that enhances the experience of Residents, visitors and staff. This is achieved by implementing a plan that provides both long term planting development and seasonal plantings together with high quality management of the Village environment. The role requires the employee to effectively and efficiently maintain the grounds and all equipment to a high standard. General maintenance duties require the employee to maintain plant and equipment in the Village. All duties are to be carried out unobtrusively, as quietly as possible and with due regard to Residents, visitors and staff safety.
DIVISION	Classic Life
LOCATION	The Vines, Bethlehem, Tauranga
REPORTS TO	Head Gardener
KEY RESPONSIBILITIES	<p>To report to and be directed/accountable to the Head Gardener.</p> <p>Gardening Duties:</p> <ul style="list-style-type: none"> • Maintain nursery for selected plants • Preparing soil • Planting out • Maintaining plants by pruning, fertilizing and other gardening techniques • Laying turf and turf maintenance • Mowing lawns, trimming edges and clearing weeds from plots • Installing, operating and maintaining irrigation • Manage construction of garden borders and other basic garden features • Manage indoor plants and rotation • Maintain equipment in a safe and reliable state • Clear away and arrange disposal of garden rubbish <p>General maintenance duties</p> <ul style="list-style-type: none"> • Repairs and maintenance of grounds, buildings and systems • Look after water, heating and cooling systems • Minor road and path repairs • Any other general garden maintenance tasks • Light cleaning duties - collect general rubbish and arrange recycling or disposal <p>Other duties:</p> <ul style="list-style-type: none"> • Quality and quantity control on all supplies purchased by the employee to ensure they meet the standards and specifications set for the establishment • Maintaining the workplace in a clean, healthy and safe condition in accord with the standards set by the company and all local and national government requirements • Ensure that required safety standards are maintained with regard to all equipment used • Actively support the establishment's work safety policy and procedures and suggesting improvements • Attendance at staff meetings and training as required • Carry out any other duties as advised from time to time <p>Health and Safety</p> <ul style="list-style-type: none"> • Ensure company H&S policies are complied with and work cooperatively with the company H&S Advisor to ensure a high standard of H&S is maintained. • Proactively manage H&S on all sites and carry out contractor inductions. • Ensure contractors have H&S policies in place and are managing H&S on a daily basis.

- Ensure WorkSafe notification requirements are complied with –for e.g. trenching notification.
- Ensure all incidents, accidents and cases of harm are reported asap.
- Carry out random site audits as required.
- Ensure contractors wear and use appropriate and mandatory PPE on all sites.
- Ensure that contractors and staff are not exposed to contaminated soil or materials and appropriate measure are in place for dealing with for example asbestos removal.
- Work safely and lead by example through appropriate safety attitudes and behaviours.

Other

- Adhere to Company Policies and Procedures at all times.
- Maintain and respect personal, Company and Client equipment, property and plant.
- Any other reasonable duties as required by the Directors.

COMPETENCIES

Technical Competencies and Qualifications

- Suitable horticultural / turf care qualifications and/or experience
- Experience in handling equipment in the village (mowers, tractor)
- General "handyman" experience
- Growsafe spray certificate
- Current drivers licence / licences for the Village's other vehicles

Language skills

Written and spoken English with the ability to read and interpret documents such as horticultural and turf care manuals, safety rules, operating and maintenance instructions, and procedure manuals. Ability to prepare plans and progress reports.

Reasoning ability

- Ability to solve practical problems and speedily deal with a variety of garden and general maintenance issues.
- Ability to prepare and understand a variety of instructions furnished in written, oral, diagram, or schedule forms.

Physical demands

The individual will be expected to have a high standard of fitness to enable them to carry out all of the duties above, including lifting heavy items.

CLOTHING/GROOMING

The individual will maintain a high standard of personal hygiene, grooming and clothing appropriate both to the profile and recognised Health & Safety standards of the Village. This standard may be changed by the management from time to time and may include any element of personal appearance or any other element inappropriate to the Village and appeal to Residents and other staff.

WORK ENVIRONMENT

The work environment will be mainly outdoors with the individual expected to work in all weathers. Electrical and mechanical equipment will operate, and harmful noise may be generated.

Behavioural Competencies

Relating and networking

- Establishes good relationships with customers and staff
- Builds wide and effective networks of contacts inside and outside the organisation
- Relates well to people at all levels

- Manages conflict
- Uses humour appropriately to embrace relationships with others

Applying expertise and technology

- Applies specialist and detailed technical expertise
- Develops job knowledge and expertise through continual professional development
- Shares expertise and knowledge with others
- Uses technology to achieve work objectives
- Demonstrates appropriate physical co-ordination and endurance, manual skills, spatial awareness and dexterity
- Demonstrates an understanding of different organisational departments and functions

Following instructions and procedures

- Appropriately follows instructions from others without unnecessarily challenging authority
- Follows procedures and policies
- Keeps to schedules
- Arrives punctually for work and meetings
- Demonstrates commitment to organisation
- Complies with legal obligations and safety requirements of the role

Adapting and responding to change

- Adapts to changing circumstances
- Accepts new ideas and change to suit different people or situations
- Adapts interpersonal style to suit different people or situations
- Shows respect and sensitivity towards cultural and religious differences
- Deals with ambiguity, making positive use of the opportunities it presents

Achieving personal work goals and objectives

- Accepts and tackles demanding goals with enthusiasm
- Works hard and puts in longer hours when it is necessary
- Identifies development strategies needed to achieve career goals and makes use of developmental or training opportunities
- Seeks progression to roles of increased responsibility and influence

KEY PERFORMANCE INDICATORS

Specific goals will be set for the individual and performance will be measured against the goals. These will include how well the employee performs in terms of:

Achievement of the following

- Appearance
- Effective time management and productivity
- Meeting all deadlines set for carrying out of tasks

Feedback on quality and personal interaction

- From other staff
- From residents
- From families and visitors

- Accuracy of inputs / documentation where needed
- Being part of the team
- Contribution to improving the quality, quantity and costs of the organization
- Shows initiative

Further performance measures and achievement goals will be progressively set.

Classic CODE

Our CODE is a set of behaviours and attitudes that have been created to empower and guide our people to achieve the success that we've envisioned for the Classic group of companies. It shapes our culture, our work environment and our levels of engagement across Classic. Our CODE provides everyone working within Classic with a clear understanding of the behaviours and mindset required to thrive as an individual, a team and a company.

the CLASSIC CODE



We Care

Go: ABOVE and BEYOND
FOR OUR customers

Work: in partnership with our clients

Provide: SOLUTIONS
that deliver RESULTS

WE WORK AS ONE TEAM

Have: HONEST + REAL conversations

Keep: everything **ABOVE**
THE LINE

Support: our work whanau

We are daring

Seek: OPPORTUNITIES to improve

Be: **DIFFERENT & BOLD**
with our actions and thoughts

Work: SMARTER with TECHNOLOGY

WE DELIVER EXCELLENCE

Contribute: TO A positive AND fun WORKPLACE

Bring: our **A-GAME** to work

Share: a COMMITMENT
to deliver quality