

JOB DESCRIPTION

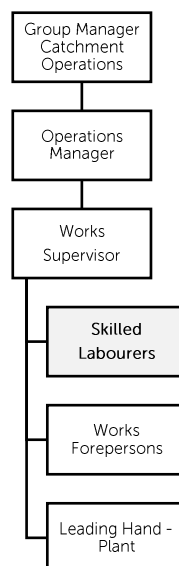
Job Title: Skilled Labourer | Pūkenga mahi
Work Unit: Catchment Operations
Responsible to: Works Supervisor

Position purpose: This job exists to:

- Undertake maintenance of flood control and drainage assets, plant and structures in accordance with agreed programmes.
- Operate Council's spray vehicle in accordance with approved industrial standards.
- Provide assistance with the inspection and reporting to the Works Supervisor on the condition of infrastructure assets within assigned area.
- Undertake various manual tasks and operating light plant and equipment.

Salary: \$53,434 (85%) – \$62,864 (100%)
Date: April 2025

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> Contractors Scheme Ratepayers General Public 	<ul style="list-style-type: none"> Catchment Operations Team Other Horizons Regional Council Staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
1. River and Drainage Operations	
<ul style="list-style-type: none"> Operation of Council's spray vehicle as required, in the execution of drain maintenance activities. Undertaking various manual tasks in relation to the construction and maintenance of flood control, erosion control and drainage works. Operation of chainsaw, light plant and equipment as required, in the execution of river and drainage engineering works. As required, assisting with inspections and reporting to Works Supervisor on scheme asset condition. Undertaking light engineering, carpentry, pipe laying and chemical spraying. Proactively undertaking minor maintenance works identified during asset inspections 	<ul style="list-style-type: none"> Operation of Council's spray vehicle is in accordance with agreed industrial standards. Works are undertaken in accordance with accepted best practice. Agreed work programmes are completed in full, to specification and on time. Plant and equipment is operated in accordance with manufacturer's recommendations. Reports on asset condition are accurate and timely. A high standard of finished work results from all manual tasks undertaken. All work is completed to the satisfaction of the Works Supervisor.
2. Health and Safety	
<ul style="list-style-type: none"> Assuming all "staff responsibilities" as defined in the Health and Safety Manual. 	<ul style="list-style-type: none"> Full compliance with all procedures set out in the Health and Safety Manual is achieved.
3. Corporate Contribution	
<ul style="list-style-type: none"> Maintain own professional development. Undertake Performance Development tasks/responsibilities. Undertake Health and Safety tasks/responsibilities. Participate in emergency management training and activities as required. Participate and contribute to corporate projects and inter-departmental initiatives as agreed. Maintain Council plant and equipment. Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting). 	<ul style="list-style-type: none"> Appropriate training and development undertaken as agreed. Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. Contribution to projects and corporate initiatives is effective and valued. Administration requirements are completed timely and accurately.

PERSON SPECIFICATION

Qualifications

Essential:

- A current Class 1 driver's licence.

Desirable:

- F, W, T and/or R endorsements for forklifts, wheels, tracks and rollers or Class 2 driver's licence or a willingness to gain these endorsements in a timely manner.
- Approved Applicator Certificate for Agrichemicals or a willingness to gain this certificate in a timely manner.

Knowledge/Experience

- Knowledge of accepted best practice for river and drainage engineering works or agricultural industry.
- Experience in a relevant trade or occupation, e.g. light engineering, building or agricultural work.
- Agricultural spraying experience.
- Tree felling and chainsaw skills experience.
- A good working knowledge of health and safety legislation and safe work practices.

KEY JOB COMPETENCIES

Advanced Knowledge

- Safe work practices.

Working Knowledge

- Drainage maintenance/flood and erosion control works best practice.
- Effective/efficient operation of plant and equipment.
- Light engineering/ building/agricultural tasks.

Awareness

- Understanding and sensitivity to cultural perspectives other than one's own.
- Resource Management Act principles and objectives.

KEY COMPETENCIES FOR PERFORMANCE DEVELOPMENT

Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

Communication

- Use written and verbal language and style appropriate to the audience and context.

Teamwork

- Work constructively with people as a team member to achieve a common goal.

Dependability and Commitment

- Reliable and dedicated to achieving results.

Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

PERSONAL ATTRIBUTES

- Have an ability to relate well to iwi/Māori and the rural community.
- Be self-motivated and display a responsible, committed attitude to work and to the organisation.
- Be able to work productively and contribute fully to a team effort.
- Exhibit a good standard of personal presentation and have a good level of physical fitness.
- Have a good understanding of farming operations and an ability to work co-operatively with landowners.
- A willingness to learn and gain new skills and experience.
- Be able to work productively with minimal supervision.

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such, it will not prejudice further specification and/or rearrangement at a later date. Also, it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

NGĀ UARA O NGĀ PAE | HORIZONS VALUES



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

Approved: _____ (Manager)

Date: ____/____/____

Read and Understood: _____ (Incumbent)

Date: ____/____/____