

JOB DESCRIPTION

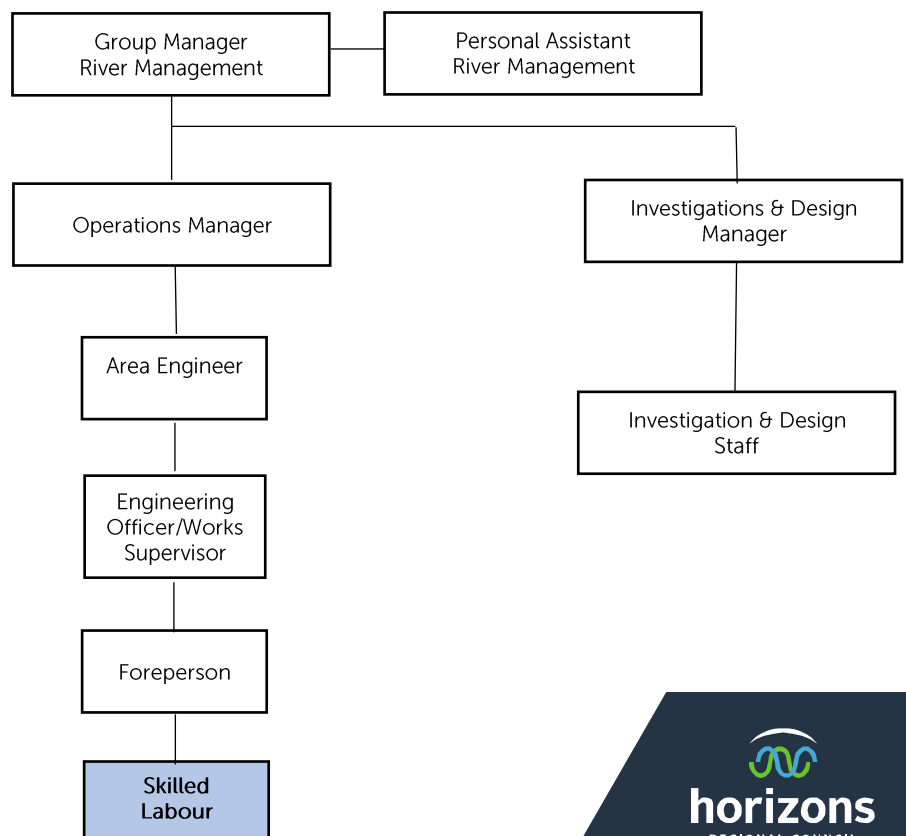
Job Title: Skilled Labourer
Work Unit: River Management
Responsible to: Engineering Officer / Works Supervisor

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 Engineering Officer / Works Supervisor on the condition of the infrastructural assets within assigned area.
- Undertake various manual tasks and operating light plant and equipment.

Salary: \$43,853 (85%) – \$51,592 (100%)
Date: January 2022

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Contractors ▪ Scheme Ratepayers ▪ General Public 	<ul style="list-style-type: none"> ▪ River Management 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"> • Operate councils spray vehicle as required, in the execution of drain maintenance activates. • Undertake various manual tasks in relation to the construction and maintenance of flood control, erosion control and drainage works. • Operate chainsaw, light plant and equipment as required, in the execution of river and drainage engineering works. • As required, assist with inspections and report to Engineering Officer / Works Supervisor on scheme asset condition. • Undertake light engineering, carpentry, pipe laying and chemical spraying. • Proactively undertake minor maintenance works identified during asset inspections 	<ul style="list-style-type: none"> • Operation of councils spray vehicle is operated 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 completed to the satisfaction of the Engineering Officer / Works Supervisor and ratepayers.
2. Health and Safety	
<ul style="list-style-type: none"> • Assume 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 corporate Health and Safety tasks/responsibilities. • Undertake corporate emergency management contribution. • Participate in 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). • Contribute to wider organisational regulatory outputs as required. 	<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 driver's licence.

Preferred

- Appropriate light heavy plant and equipment licenses/certificates.
- Approved applicators certificate for Agrichemicals.

Knowledge/Experience

- Knowledge of accepted best practice for river and drainage engineering works or agricultural industry.
- Experience in a relevant trade or occupation, eg light engineering, building or agricultural work.
- Agricultural spraying.
- Tree felling and chainsaw skills
- A good working knowledge of the 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 practices.
- 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 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.
- Be able to work productively with minimal supervision.

OTHER REQUIREMENTS

- Willingness to work outside of normal business hours.
- Willingness to work in the field under a range of weather conditions.
- Undertake activities, as directed, as part of Horizons Regional Council's emergency management response.
- Availability for overnight stays away from home.
- Availability to undertake activities, as directed, as part of Horizons Regional Council's emergency management response.
- Ability to maintain a proactive approach to Health and Safety in relation to assigned duties and to 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.

Horizons Regional Council Core Values

Values are the essence of this organisation's philosophy for achieving success. They are the bedrock of our culture and our view of how Horizons Regional Council Staff should behave. They also provide us with a common direction and guidelines for day-to-day behaviour.

Professionalism

Professionalism at Horizons Regional Council is delivering what is promised in a skilled, timely and appropriate manner.

Teamwork

Teamwork at Horizons Regional Council is successfully achieving shared goals through dialogue, cooperation and respect for others.

Integrity

Integrity at Horizons Regional Council is being honest with others; respectful of their race, gender, age beliefs or values.

Self-Responsibility

Self-responsibility at Horizons is highly valued. All individuals are responsible for actively managing their own behaviour, learning, developing, and performing, including accepting responsibility for actions.

Approved: _____ (Manager) Date: ____/____/____

Read and Understood: _____ (Incumbent) Date: ____/____/____