

## POSITION DESCRIPTION

**POSITION:** Team Member

**PREPARED BY:** General Manager

**DATE PREPARED:**

November 2017

**PURPOSE OF POSITION:**

Undertake directed tasks related to ecological restoration

**REPORTS TO:**

Team Leader, Te Ngahere (2009) Ltd

**FUNCTIONAL RELATIONSHIPS:**

These relationships are undertaken in person and via telephone.

General Manager

ER Divisional Manager

Contract Managers

Team Leaders & Members

Te Ngahere clients

General public

**AUTHORITIES:**

Nil

| KEY TASKS  | EXPECTED RESULTS   | REPORTING REQUIREMENTS   |
|--|--|--|
| 1. Pest Plant Control Activities <ul style="list-style-type: none"> <li>- Carry out pest plant control operations using secateurs and handsaw.</li> <li>- Operation of the GPS</li> </ul>  | <ul style="list-style-type: none"> <li>- Safely and responsibly operate secateurs, handsaw and machete.</li> <li>- Record track logs</li> </ul>  | <ul style="list-style-type: none"> <li>• In accordance with Te Ngahere SOPs</li> </ul>   |
| 2. Herbicide Application Activities <ul style="list-style-type: none"> <li>- Operation of hand, backpack and motorised sprays</li> </ul>   | <ul style="list-style-type: none"> <li>- Safely and responsibly apply herbicide to pest plants using hand bottles, backpack foliar or motorised sprayers.</li> </ul>   | <ul style="list-style-type: none"> <li>• In accordance with Te Ngahere SOPs</li> </ul>   |
| 3. Power Tools & Plant Activities <ul style="list-style-type: none"> <li>- Operation of powered tools and plant Machinery</li> </ul>   | <ul style="list-style-type: none"> <li>- Safely and responsibly operate chainsaws, post hole borers and scrub cutters.</li> <li>- Assist in the occasional operation of plant machinery such as chippers, track machines and diggers.</li> </ul> | <ul style="list-style-type: none"> <li>• In accordance with Te Ngahere SOPs</li> <li>• User Manual Handbooks</li> </ul>  |
| 4. Planting <ul style="list-style-type: none"> <li>- Carry out careful and effective planting of trees, scrubs etc during the planting seasons</li> </ul>  | <ul style="list-style-type: none"> <li>- Maintain appropriate/agreed efficient and effective planting requirements as defined by the Contract Manager</li> </ul>   | <ul style="list-style-type: none"> <li>• In accordance with Te Ngahere SOPs</li> </ul>   |
| 5. Workshop and Maintenance Duties<br>These may include but not limited to: <ul style="list-style-type: none"> <li>- Cleaning and organisation of work places including plant, vehicles, stores and workshop, office space.</li> </ul> | <ul style="list-style-type: none"> <li>- Housekeeping</li> </ul>   | <ul style="list-style-type: none"> <li>• Maintenance of a tidy work environment</li> <li>• Maintain vehicle logs and other SOP and form requirements.</li> </ul> |

| KEY TASKS  | EXPECTED RESULTS   | REPORTING REQUIREMENTS   |
|--|--|--|
| <p>6. Away Work</p> <ul style="list-style-type: none"> <li>- Some of our contracts require field teams to be based away from Auckland for the working week on a regular basis</li> <li>- Five days away on site and weekends back home or ten days away and four days off</li> <li>- As much notice as possible will be given be given for away work, with a minimum of five days notice</li> <li>- When working away, to represent Te Ngahere in a professional and courteous manner outside working hours</li> </ul> |  |  |
| <p>7. Health &amp; Safety</p> <ul style="list-style-type: none"> <li>- Work in a respectful and responsible manner to ensure the safety of you and those around you</li> <li>- Be responsible for working towards keeping a safe and health work environment.</li> <li>- Practice safe work methods.</li> <li>- Identify work place hazards.</li> <li>- Fire Evacuations</li> </ul>  | <ul style="list-style-type: none"> <li>- No harm to any other person is caused by inaction.</li> <li>- Reporting of accidents, injuries and 'near misses'</li> <li>- Using appropriate safety equipment</li> <li>- Be proactive and participate with site and base drills</li> </ul> | <ul style="list-style-type: none"> <li>• Maintenance of a tidy work environment</li> <li>• Incident forms submitted in timely manner.</li> <li>• Staff are aware of policies and procedures for safety.</li> <li>• Staff are aware of procedures for safety</li> </ul> |
| <p>8. Attend specific training forums as recommended and directed by management</p>  | <ul style="list-style-type: none"> <li>- Professional development</li> </ul>   |  |

## **PERSON SPECIFICATION**

### **SKILLS, KNOWLEDGE, ABILITIES AND ATTRIBUTES:**

- A passion for the sustainability of New Zealand's natural areas.
- Ability to use initiative, work unsupervised and as part of a team.
- Team player
- Is physically fit and enjoys working outdoors
- To be able to work away from home as and when required
- Current NZ Drivers Licence (NZ Class 1)
- Good attention to detail
- Plant Identification
- Use of hand tools
- Basic 1<sup>st</sup> Aid Certificate
- Introductory Growsafe and Approved Handler
- An understanding of ecology and the New Zealand Natural environment, and a passion for its preservation
- Good Problem solving skills
- The ability to be flexible as required, with a "can do" attitude and a willingness to learn.
- Ability to work independently in isolated conditions
- Ability to work physically hard in challenging outdoor environments