

Grounds Person

Kaupapa | Purpose

Scope: The Grounds Staff at EIT Hawke's Bay Campus is responsible for maintaining the campus grounds to a high standard, ensuring a safe and attractive environment. This role requires close collaboration with the Team Lead to implement the grounds maintenance plan, ensuring tasks are completed efficiently and effectively.

Reports to: Grounds Team Lead

Team: EIT Facilities Team

Location: Hawkes Bay

Remuneration: Grade, Neogtiable

Date: June 2025

Ngā Hononga Mahi | Working relationships

Internal: Facilities Maintenance Staff, Health and Safety Officer, Planning Officer, EIT Staff, EIT Students, General Public

External: Campus Visitors and Contractors

Ngā mahi | Do

Planning and Coordination

- **Morning Strategy Discussion:** Meet with the Team Lead to discuss the weekly plan.
- **Long-term Planning:** Contribute to the long-term planning for EIT Hawke's Bay Campus grounds in consultation with the Grounds Team Lead.

Grounds Maintenance

- **Rubbish and Leaf Control:** Utilize a leaf blower and debris mover to control rubbish and leaves around the grounds, in collaboration with the Team Lead.
- **Grounds Maintenance:** Maintain the EIT Hawke's Bay Campus to an agreed standard.
- **Composting:** Compost garden areas as needed using onsite fertilizer.

- **Plant Health:** Assess plant health and condition, taking appropriate action as required (watering, pest and disease control).
- **Weed Control:** Control weeds in all garden areas.
- **Pruning:** Prune shrubs, trees, and hedges.
- **Irrigation Systems:** Assist the Team Lead in the maintenance and operation of irrigation systems.

Machinery and Equipment

- **Machinery Maintenance:** Contribute to the maintenance of grounds machinery alongside the Team Lead, reporting issues and assisting in their resolution.
- **Safety Compliance:** Wear PPE as appropriate and follow safety guidelines when handling chemicals or equipment.
- **Safety Precautions:** Take all required safety precautions (i.e. when applying sprays and fertilizers and operating equipment).

Work Requests and Communication

- **Work Requests:** Action work requests promptly and to agreed quality standards.
- **Effective Communication:** Liaise and communicate effectively with relevant individuals and groups within EIT.
- **Minimize Disruption:** Carry out grounds maintenance activities to cause the least possible disruption to campus users.

Team Collaboration and Development

- **Team Assistance:** Assist other EIT Facilities Maintenance Team Staff as required.
- **Staff Development:** Participate in staff development opportunities as agreed with the Team Lead.
- **Additional Duties:** Undertake other duties as agreed with the Team Lead.

Community Engagement

- **Positive Promotion:** Positively promote EIT.
- **Relationship Building:** Develop positive working relationships with colleagues and customers across all campuses.

General

- Comply with EIT | Te Pūkenga policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the position manager.

Demonstrate commitment to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

Essential

- **Practical Experience:** Recent and relevant experience in garden maintenance, including the use of a range of machinery and hand tools.
- **Basic Mechanical Knowledge:** Ability to identify faulty grounds equipment.
- **Organizational Skills:** Ability to contribute to and efficiently follow the grounds maintenance plan, demonstrating strong organizational skills.
- **Independence and Initiative:** Ability to work independently, plan work schedules, and use initiative to carry out the ground's maintenance plan.
- **Communication Skills:** Effective communication skills.
- **Interpersonal Skills:** Ability to relate to a wide range of people.
- **Customer Service:** Understanding and appreciation of quality customer service.
- **Cultural Awareness:** Empathy with and appreciation of Māori language and culture.
- **Positive Attitude:** Common sense and a positive attitude.
- **Horticultural Experience:** Relevant experience in horticulture (commercial gardener level desired).
- **Driver's License:** Valid full driver's license essential, with the ability to drive manual cars.

Desirable

- **Chemical Safety:** Experience with the safe storage and use of horticultural chemicals (Grow Safe certification).
- **Tractor Experience:** Experience with tractor operation would be a bonus.
- **Horticultural Qualifications:** Relevant qualifications in horticulture would be a bonus.

Waiaro | Be

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

Connected: Integrate waiaro-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future.

Collective: Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for EIT Te Pūkenga, employers, ākonga and their whānau.

Self-Awareness: Accept change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally.

Ako: Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

Mana tāngata: Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Contribute to maintaining a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.