

## JOB DESCRIPTION

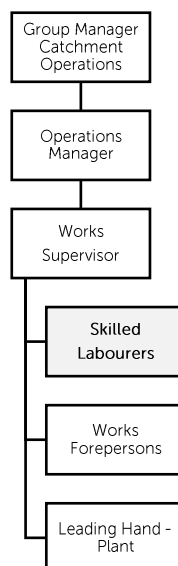
**Job Title:** Skilled Labourer | Pūkenga mahi  
**Work Unit:** Catchment Operations  
**Responsible to:** Works Supervisor

**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:** \$56,203 (85%) – \$66,121 (100%)  
**Date:** May 2026

## ORGANISATIONAL CONTEXT



# FUNCTIONAL RELATIONSHIPS

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

## KEY RESULT AREAS

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

# 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: \_\_\_/\_\_\_/\_\_\_