



SHAPING AN  
AWESOME  
HAMILTON

# Sports Turf Apprentice

## Customer and Community

### About us

Our purpose is to improve the wellbeing of Hamiltonians. To fulfil our purpose, we need to become the leading community-focused Council, so that Hamilton's full potential can be unlocked – making it the best place to live.

Our staff are at the heart of everything we do. We value *kia urutau* (adaptability), *kia ngaawari* (simplicity), *kotahitanga* (inclusiveness), *kaitiakitanga* (guardianship), and *kia manawanui* (ambition). These values drive the way we think about how we do our work to stay true to our purpose. We need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance.

### About the position

This position sits within the **Customer and Community group**. This group provides facilities and services that help create a safe, vibrant and inclusive city – community facilities, parks and recreation, customer services, City Safe, and resilience and regulatory services. Read on to find out more about the role.



### What you will do

In this role, you will be assisting with the maintenance and development of Hamilton’s Sports Grounds to the relevant contract specifications while undertaking on and off job training to complete the National Certificate in sports turf management (level 4).

Reports to	Sport Turf & Mowing Supervisor
Responsible for (total number of staff)	0
Delegation	\$0
Budget	\$0

- Unscheduled work requests are filled in and are an accurate record.
- Spray diaries and manual work schedules are filled in on a daily basis and are an accurate record.
- Monthly schedules are filled in and are an accurate record.
- The National Certificate in sports turf management (level 4) will require study towards unit standard in your own time.

### How you will do this

Our team culture is critical to our success. It’s vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.

### Key responsibilities

Some of the **key responsibilities** for this role include:

- Scheduled and ‘one off’ mowing is completed to specification, on time and to the satisfaction of the Team Leader.
- Work schedules are completed to specification and on time. Audits demonstrate that areas meet or exceed standards set out in the relevant City Parks Quality documentation and the Service Level Agreement.
- No complaints are received that are due to poor customer service.
- All allocated plant, equipment and resources are maintained in a clean and tidy, useable condition at all times.
- Assist with work in the wider parks team when the need arises.
- Timesheets and job cards are completed daily and are an accurate record.
- Park report forms are filled in to identify vandalism or improvements to the asset.

### Your mindset, skills, knowledge, and experience

You actively work at being the ‘best version of you’ and your mindset and behaviours have a positive impact on others.

### You bring to the role

- Works well independently and collaboratively in a team environment to complete allocated tasks.
- Communicates clearly with team members and the public.
- Develops and maintains positive relationships with stakeholders.
- Current NZ Drivers Licence.
- NCEA Level 1 English, Mathematics and Horticulture.
- Demonstrated interest in Horticulture either through experience gained or horticultural courses attended, and exams passed.
- Works consistently to complete work schedules within deadlines.
- Has a good standard of physical fitness.

- Remains calm under pressure.
- A proven track record of thinking differently, acting with integrity, working together and making it happen.
- Proven leadership skills with demonstrated ability to articulate the corporate vision and take people on a change journey.
- Self-awareness that mindset is the foundation of performance and an ability to develop self and others in this regard.

### Health, safety and wellbeing

All of our people have a responsibility for their own and others health and safety. This includes following all health and safety policies and procedures, including reporting events and hazards, and participating in health, safety and wellbeing programmes and initiatives as required.

### Civil Defence

Completes Civil Defence training and participates in events as required.

**Note:** *This position description is a broad outline of the key activities and responsibilities for this role. Key responsibilities may vary from time-to-time, at the request of the manager, to accommodate the operational needs of the team.*