

Role Description

Position Title: Landscape Labourer
Location: Nelson - Tasman
Primary Report: Foreman
Secondary Report: Operations Manager

Position Objective

To provide landscape labouring services to our clients. To be a supportive and cooperative team member and ambassador for New Vision Landscapes (NVL). To support our senior staff to operate effectively in order to promote ongoing business success.

Key Accountabilities & Expected Results

Accountability	Key Tasks Include (as required)
Labouring	<ul style="list-style-type: none"> Assist with basic construction of decking, fencing, retaining walls, courtyards and other landscape structures. Assist with paving duties including, measuring and digging the area to be paved, level and prepare the surface for paving, cement edges of the paved area and laying and cutting paving stones to their correct size. Prepare the soil for Readylawn. Organise tools and materials for the day ahead. Maintain gardens and lawns. Select seeds, bulbs and plants. Assist with installing garden lighting, irrigation and ornaments. Assisting with pool installations. Operation of equipment may be required i.e. compactor, diamond saw, cement mixer and other general landscaping equipment. Maintenance of tools and equipment. Receive materials and goods from suppliers. Dig trenches and lay pipes or cables for drains and other services. Other duties as required from time to time.
Data Entry	<ul style="list-style-type: none"> Enter a break-down of time spent on each job and task into the Workflow Max App.
Health & Safety	<ul style="list-style-type: none"> Reporting on HS incidents. Assist with creating site HS plans. Assist with creating HS processes. Following all company and legislative HS requirements.
Other	<ul style="list-style-type: none"> Any other reasonable duties in line with the demands of a business that requires flexibility at times in order to deliver high levels of customer service. Act in a manner that best represents the NVL brand at all times.



Important Working Relationships
<p>Internal</p> <ul style="list-style-type: none"> • NVL Management • Foremen • NVL administration staff • Crew members. <p>External</p> <ul style="list-style-type: none"> • Potential and existing customers • Suppliers.

Experience/Qualifications
<ul style="list-style-type: none"> • Full Driver Licence - preferred • Experience working in the contracting sector – preferred.

Skills & Personal Attributes
<ul style="list-style-type: none"> • Recognise that our customers are critical to our business and our service should meet or exceed expectations. • Good public relations skills. • Be physically fit. • Ability to work within and be part of a team. • Must be able to work safely with a minimum of supervision. • Positive attitude and willingness to complete work to a high standard. • Ability to be proactive, innovative and observant.

Declaration (please read and sign below)

I confirm that I have read and understood this Role Description in full. If I have any questions as to its content or what is expected of me in future I will seek guidance from my Manager.

Employee Name (please print)	
Employee Signature	
Date of Signing	

