

Role Description

Position Title: Maintenance Gardener
Location: Nelson - Tasman
Reporting to: Maintenance Team Leader

Position Objective
To provide specialist maintenance and / or horticulturist services to our residential and commercial clients. To be a supportive and cooperative team member and ambassador for New Vision Landscapes (NVL). Provide support to the Maintenance Team Leader (MTL) to keep the maintenance functions operating effectively to support ongoing business success.

Key Accountabilities & Expected Results	
Accountability	Key Tasks Include (as required)
Maintenance	<ul style="list-style-type: none"> • Provide specialist maintenance services to our clients. • Work with the MTL to close off outstanding maintenance items. • Provide maintenance recommendations to the MTL.
Administration	<ul style="list-style-type: none"> • Complete daily timesheets in Workflow Max. • Provide the Maintenance Coordinator with correct day sheets and packing slips.
Health & Safety Administration	<ul style="list-style-type: none"> • Complete accident reports. • Assist with creating site HS plans. • Assist with creating HS processes.
Any Other Reasonable Duties	<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.

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



Experience/Qualifications

- Trade qualification e.g. Amenity Horticulture – preferred
- Full drivers licence – essential
- Previous garden maintenance work experience – preferred
- Experience working with sprays and maintenance machinery – preferred.

Skills & Personal Attributes

- Able to work independently in a sole charge role; equally able to build strong working relationships with others on the team, customers and suppliers.
- Flexible to assume tasks and step in when required to support the overall success of a growing business – a positive can-do attitude whatever the circumstances.
- Confident assuming a broad range of tasks; an understanding of what makes a business tick.
- Consistent commitment to a quality result whatever the task.
- Excellent attention to detail – a genuine commitment to complete work accurately.
- High levels of integrity – trustworthy without exception.
- Sound problem solving skills and decision-making capability; knows when to seek guidance.
- Warm personality – able to represent the NVL brand in a positive light; a supportive work colleague.
- The courage to speak up where risks / opportunities to improve exist.
- A commitment to ensure NVL’s ongoing success – genuine enthusiasm to be part of a successful, high performing team.
- Physically fit and be able to lift heavy machinery.

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	

