

Supervisor Ranger, Maintenance

Part one - position description

Job title:	Supervisor Ranger, Maintenance	Location:	Upper Hutt Depot,
Status:	Permanent	Effective:	December 2017
Group:	Environment Management Group	Department:	Parks

Our Purpose: Working together for our greater good

Our Purpose, Vision and Behaviours form our GW Way and are the guiding principles for all we do here at Greater Wellington Regional Council (GWRC).

The GW Way behaviours are:

On the same side: *One team working for one common goal*

No sacred cows: *Always looking for a better way*

For people by people: *Everyone here is for everyone out there*

Own it: *Take responsibility and own the outcome*

1. Role of the Parks Department

Wellington's regional parks are a highly valued community resource which provide a valuable storehouse of biodiversity, present numerous recreational opportunities, and make a superb scenic backdrop to the urban setting of the region. The Parks Department manages all aspects of ensuring that the Region's network of parks is run efficiently and effectively, from managing land and assets and heritage and biodiversity values of our park land, to promoting recreational and educational opportunities.

Effective management of the parks network requires a close partnership with both the community and tangata whenua. The Parks Department is required to actively foster these relationships to continue to develop the range of experiences and management possibilities in our parks. Overall, the Department is responsible for providing a coherent and consolidated approach to the management of the parks network, as well as enabling specific management provisions for each park to be developed and implemented.

2. Purpose of role

The Supervisor Ranger, Maintenance provides leadership and management to the Maintenance Rangers in the Parks Department. In particular this role contributes to the development and maintenance of the parks assets including tracks, roads and associated signs across the parks network by undertaking this work, and efficiently managing the team of Maintenance Rangers.

3. Working relationships/reporting lines

The Supervisor Ranger, Maintenance reports to the Principal Ranger, Assets and Maintenance.

The Supervisor Ranger, Maintenance is responsible for the day-to-day supervision of the Maintenance Ranger Team (including the Senior Ranger, Maintenance).

The Supervisor Ranger, Maintenance has contact with a number of internal and external stakeholders, including:

- All staff within the Parks Department
- Staff within Greater Wellington, especially those in the Biosecurity and Biodiversity Departments
- Greater Wellington Regional Councillors;
- Members of the community, including neighbouring landowners, iwi, care group members, community organisations and the general public. Staff from external organisations, including, for example, territorial authorities, other local authorities, Government Departments and non-Governmental organisations.

4. Key results and tasks

Key results	Key tasks
<p>Maintenance Ranger Supervision and Leadership</p> <ul style="list-style-type: none"> • Maintenance Rangers are professional in approach and contribute individually and collectively to Parks Outcomes, and to Greater Wellington's success. • Maintenance Rangers are enthusiastic and model the behaviours that reflect Greater Wellington's values. • Remains visible and approachable 	<ul style="list-style-type: none"> • Assigns day to day field work tasks to the Senior Maintenance Ranger • Onsite leadership, supervision of permanent staff, outside staff and contractors on assigned tasks • Takes responsibility to ensure all job site health and safety measures are adhered to • Provides supportive leadership to team members and demonstrates sound field-based decision making.. • Mentors, coaches and trains staff members. • Generates enthusiasm and inspires employees through engaging their strengths and promoting a "no blame" culture where people learn from their mistakes. • Works closely with the Principal Ranger and Senior Maintenance Ranger and raises any staff issues • Completes P4P assessments for staff reporting to this role within existing policy guidelines • Develops training programmes for staff reporting to this role, within a framework for professional development and career opportunities. • Assists in the recruitment and selection of new team members • Works closely with the Principal Ranger, to contribute to the planning and scheduling of the work programmes long term(up to a season out), and contributes to planning and scheduling work programme in the short term (execution of week's work) • Supervises and coordinates the work programme of the team including allocating tasks, motivating and guiding and monitoring progress • Inspects, records and checks work, providing feedback on procedure and output quality to team members
<p>Asset management and operational delivery</p>	
<ul style="list-style-type: none"> • Assets are maintained according to relevant industry standards and statutory plans, to achieve standards and performance indicators. • The annual Parks work requirements are managed in a timely, best practice and cost effective way to achieve stated outcomes and Annual Plan Performance Indicators 	<ul style="list-style-type: none"> • Ensures that operational activities are well planned and coordinated to deliver effective work outputs and use GW's resources efficiently • Plans and implements infrastructure maintenance work programmes in the sector • Assists with project management, including planning, budgeting and monitoring

Key results	Key tasks
	<ul style="list-style-type: none"> • Assists in the implementation of environmental protection programmes in the sector • Undertakes fire protection and suppression activities • Maintains accurate and timely records to ensure that asset management systems work effectively, and inputs these into Asset Management Systems • Annual field operational work is delivered in a timely, best practice and cost effective manner • Undertakes condition rating including inspecting, auditing and reviewing • May contribute to, or lead more complex resource consents • Contributes to long term planning and inputs into budget management • Undertakes more complex Health and safety planning • Regularly reviews the proficiency and effectiveness of current procedures, practices, plant and equipment and make recommendations for change, as required including procurement and implementation • Contributes advice towards the development of the Regional Parks Asset Management Plan, and annual Parks Operational Plan
<i>Customer service</i>	
<ul style="list-style-type: none"> • Customers and stakeholders experience a seamless service across the Parks Department • High quality services are provided. The Supervisor Ranger Maintenance is professional, innovative and dedicated to demonstrating Greater Wellington's commitment to the regional parks and forest lands • Quality technical and management information is provided to the Principal Ranger 	<ul style="list-style-type: none"> • Supports high quality customer service and relationships with key stakeholders, community and clients • Provides quality advice supported by sound reporting, information dissemination, recording and consultation and communication systems • Supports community services, including Search and Rescue, Fire and civil defence
<i>Financial management</i>	
<ul style="list-style-type: none"> • Allocated expenditure and delegations procedures are managed effectively and with due economy 	<ul style="list-style-type: none"> • Purchases necessary materials and supplies as agreed within delegated authority • Contributes to the development of the Annual Parks Operational Plan, and track and monitor actual performance against the plan

Key results	Key tasks
<i>Self-management</i>	
Demonstrates continuous improvement in performance/ personal development	<ul style="list-style-type: none"> • Is open to consultation and seeks regular feedback from the Principal Ranger in line with Greater Wellington's performance management system • Identifies opportunities for training and development • Uses initiative in identifying and completing work tasks • Maximises efficiencies
<i>Health and safety</i>	
<ul style="list-style-type: none"> • Consistent, active and effective commitment to the principles of health and safety in the workplace • A safe working environment is maintained 	<ul style="list-style-type: none"> • Implements health and safety management systems in the workplace • Complies with all health and safety policies • Ensures all hazards are identified and appropriate measures taken to eliminate, isolate or minimise them • Works with the health and safety representatives and other team leaders to control all significant hazards • Records all accidents and near misses, investigating and implementing changes as necessary to ensure they do not reoccur
<i>Contributing to Parks Department</i>	
<ul style="list-style-type: none"> • The Parks Department operates in an effective manner • Members of the Parks Department support each other and provide relief services as required 	<ul style="list-style-type: none"> • Contributes to effective management of a wide variety of relationships with park users, stakeholders and interested parties. Parks' staff, Greater Wellington management, support staff, contractors, consultants, suppliers and other agencies • Demonstrates a commitment to and enthusiasm for an overall contribution to the Parks Department • Provides relief ranging as required • Actively contributes to team meetings, seeks and encourages advice from others • Actively offers advice and assistance to others. • Continuously improves field techniques and communicates improvements to the wider Assets teams within Parks
<i>Sustainable resource management</i>	
<ul style="list-style-type: none"> • Demonstrates a commitment to sustainable resource management 	<ul style="list-style-type: none"> • Promotes sustainable resource management and Greater Wellington's role and achievements in this area, including making efficient use of resources available to the department

5. Dimensions (employees, budget, expenditure)

The Supervisor Ranger, Maintenance is responsible for managing the Assets & Maintenance Team. The Supervisor Ranger, Maintenance has no allocated budget responsibilities but is authorised to manage expenditure of up to \$1,000 per transaction in accordance with the applicable budget.

Part two - person specification

Essential knowledge, skills, and behaviours

1. Qualifications, skills and experience

- Experience managing and leading teams of field based staff
- Understanding of Resource Management Act
- Strong practical knowledge of Health and Safety at Work Act and planning in the field including traffic management
- Strong background knowledge in budget preparation and financial management.
- Qualification and experience within the field of parks maintenance in a natural setting, which may include: Park Ranging/recreation, Horticulture, Construction or Civil works
- Advanced experience in use and application of herbicides, safely and effectively.
- Experience operating and maintaining small machinery, plant and equipment, including excavators.
- Experience working around helicopters including under-slung load operations.
- A current vehicle driver's licence, preferably with 4x4 training and experience.
- Experience with office management, including proficiency with Microsoft Office and asset management systems

2. Personal attributes and behavioural competencies

- The ability to provide sound field-leadership and support a team of maintenance rangers, and to work constructively as one of the senior members of the wider Parks Department
- A commitment to and understanding of managing natural ecosystems and heritage features
- Sound communication and the ability to build and sustain effective teams
- Good customer service and public relations
- Good organisation and time management
- An appreciation of tikanga Maori.

3. Physical requirements

- Ability to carry out eight hours of manual labour per day, allowing normal refreshment breaks. Activities include digging, lifting, twisting, bending, using hand tools, plant and equipment and machinery
- Ability to tramp into remote areas carrying tools, supplies and equipment.