



## POSITION DESCRIPTION

**Job Title:** Caretaker – Izone Southern Business Hub

**The Officer is responsible To:** Izone Project Manager

**The Officer is responsible For:** Nil

**Position Purpose:** **This job exists to:**  
Provide site maintenance at the Izone Industrial park:

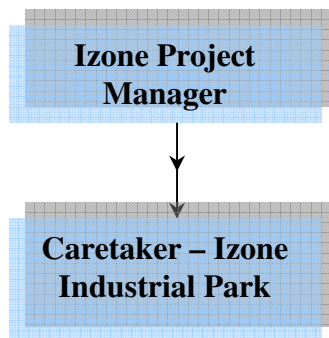
- Maintain grass levels to an acceptable height
- Maintain a professional site appearance
- Ensure signage complies with legal requirements
- Work in with contactors as required

*This position is 40 hours per week based at Izone Industrial Park, or any other place as requested.*

*Hours of work will be flexible but between 8:30 a.m. to 5 p.m Monday to Friday*

**Job Description Reviewed** November 2009

### Organisation Context:



NB: please note this is a brief summary of the organisation context.

### Council Vision:



*“To achieve excellence in the management of resources and the provision of services for the people of Selwyn District”*

## Important Functional Relationships

### External

All Customers  
 Contactors  
 Landscape architects  
 Marketing teams

### Internal

Izone Park Project Manager

**The position of Caretaker – Izone Park encompasses the following functions or Key Task Areas and Outputs:**

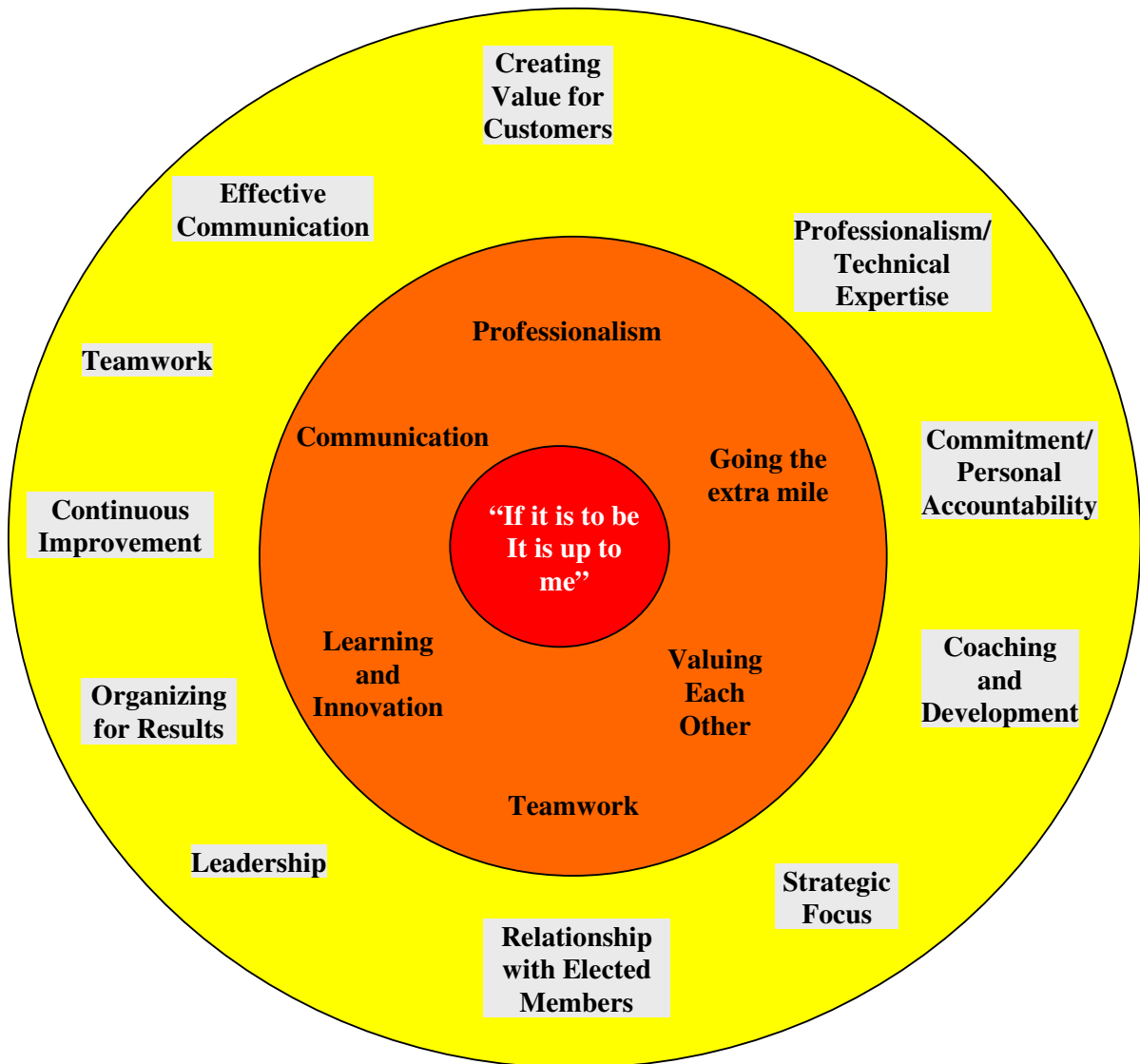
Key Task Areas	Output	Limits of Authority
Site Maintenance	➤ Mow grass, maintain weed and pest destruction	A
	➤ Application of spraying	A
	➤ Irrigate as required	A
	➤ Maintain a clean and fresh appearance of the site	A
	➤ Ensure an acceptable level of signage is maintained to comply with legislative and marketing plans.	A
	➤ Any other duties as required	C
Administration	➤ Provide a written report to the Project manager on a two weekly basis.	C
	➤ Provide timesheets to the project manager on a two weekly basis	C
	➤ Keep such records as necessary to ensure effective site maintenance	B
	➤ Ensure all equipment and chemicals are adequately and safely stored.	B
Financial	➤ Work with the project manager to establish, cost and purchase equipment as necessary and resources	D

### Limits of Authority Key

A	Complete autonomy to act as you see fit (with Council Policy)
B	Act as you see fit but report your action to the Manager
C	Act as you see fit only after consulting the Manager
D	Act only with the prior approval of the Manager

**The Way We Work**

We at Selwyn District Council have determined key organisational values which summarise how we want to operate. These values in turn link to the Expected Behaviours which form part of our Performance Development System for all staff.



**Key: "Bull's eye for success"**



Our Organisational Values



The Expected Behaviours in our Performance Development System

The Expected Behaviours have specific behavioural performance indicators which will form part of the performance review of all staff.

## Person Specification:

### Required Knowledge and Skills

- Customer focused (required)
- Ability to relay information clearly and simply
- Proven written and verbal communication
- Work planning and organisation
- Adaptive Interpersonal skills
- Extensive English grammar and vocabulary knowledge
- Flexibility and Patience
- Familiarity with Site maintenance (desirable)
- Hold a full current driver's licence

### Work Experience

- Site maintenance
- Working with Contactors
- Relevant machinery operation and basic maintenance
- Property development (desirable)

### Personal Characteristics

- Ability to maintain confidentiality at all times
- Well organised with attention to detail
- Is committed to excellence in work quality
- Ability to work with all customers
- Communicates and relates well to a wide range of people
- Cheerful and willing attitude
- Self-confident
- Warm and friendly
- Neat and tidy appearance
- Ability to plan and organise work effectively
- Discreet
- Flexibility to work outside of this agreement (on agreement)
- Be self motivated and work under limited supervision

\_\_\_\_\_  
 Manager

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Position Holder

\_\_\_\_\_  
 Date