

Team Leader Arboriculture Position Statement

Position: Team Leader Arboriculture

Location: Wellington Region

Reporting to: Manager Arboriculture and Projects

Key attributes

- A professional, friendly and co-operative attitude, combined with excellent communication skills.
- Project management – forward planning, time management, and resource allocation.
- A team leader - a person who inspires those around them.
- A willingness to find solutions to problems in the first instance.
- A passion to undertake all Arboricultural work in accordance with industry best practice.
- Customer Service - demonstrates a willingness to help customers and to provide them with a service that meets and preferably exceeds their expectations. Takes action and seizes opportunities before being directed by others or overtaken by events.

Qualification and Experience:

A New Zealand nationally recognized or equivalent international Arboricultural qualification. Proven project, contract and personnel management skills, combined with practical hands on experience working in Arboricultural operations, amenity Horticulture and Landscaping.

Overview of Duties:

Team support and management:

- Confident inspiring leadership.
- Implementation of work programs and plans with the team to ensure accomplishing continual desired outcomes.
- Strong time management and job allocation programming to ensure quotation are completed in a successful and efficient manner.
- Helping foster a team based, friendly and stimulating working environment.

Health and Safety

- Implement Health & Safety policies & procedures in the workplace;
- Complete Hazard ID forms and any other relevant documentation.
- Actively encourage & maintain safe work practices at all times
- Encourage worker participation in workplace health & safety matters.
- Ensure compliance with relevant health & safety legislation, regulations, standards, safe operating procedures, handling of hazardous substances and codes of practice in the work place.

Equipment management:

- Maintenance, pre-start checks, problem solving. Ensuring rucs, rego's, services are up to date on all road legal plant
- Best practice methods – teaching others where required.
- Selection and recommendations for purchase

Emergency response:

- Emergency response – If on-call in the event of an emergency call out after hours, you will be required to take the initial phone call from the call centre, the client, or a referral from a senior manager at Bark. You will be expected to have your phone turned on at all times and be fit for work. It is expected you will be on call every second week from Monday through Monday.

Hours of Work:

Usual hours of work are Monday to Friday; between 7 am and 4.15 pm, (up to 45 hours), depending on team requirements. This includes two half hour breaks. Some weekend work may be required, this should be kept to minimum however.

Training requirements:

The Team Leader would be encouraged to attend/undertake both Arboricultural and management courses and seminars to further their abilities and knowledge of related fields.

Uniform and safety equipment:

A full uniform and any safety equipment including safety boots will be supplied.

Remuneration details:

The pay scale for this position is outlined in your contract. Bark limited works on fortnightly pay periods with pay being direct credited in to your bank account the Tuesday night following the end of the pay period. Performance reviews are undertaken biannually.

Leave entitlements: (This is a summary please refer contract agreement for full details)

- Selection and recommendation Annual leave 20 days per annum plus statutory holidays.
- Sick leave 5 days.
- Birthday leave, you are entitled to the day off if your birthday falls on a normal working day.

Bark has a reputation of integrity and honesty in the industry, and it is vital the person for this role has these key attributes and will represent Bark in this manner. Instilling the Bark culture both internally and externally is paramount to our continued success.

This job description is merely a guideline and the employee is required to assist the employer in any other capacity as directed from time to time.