

SCHEDULE A
POSITION DESCRIPTION

POSITION: Team Member

PREPARED BY: General Manager

DATE PREPARED:

November 2010

PURPOSE OF POSITION:

Undertake directed tasks related to ecological restoration

REPORTS TO:

Team Leader, Te Ngahere (2009) Ltd

FUNCTIONAL RELATIONSHIPS:

These relationships are undertaken in person and via telephone.

General Manager

ER Operations Manager

Field Supervisor

Team Leaders & Members

Te Ngahere clients

General public

AUTHORITIES:

Nil

KEY TASKS	EXPECTED RESULTS	REPORTING REQUIREMENTS
1. Pest Plant Control Activities <ul style="list-style-type: none"> - Carry out pest plant control operations using secateurs, handsaw and machete. - Operation of the GPS 	<ul style="list-style-type: none"> - Safely and responsibly operate secateurs, handsaw and machete. - Record track logs 	<ul style="list-style-type: none"> • In accordance with Te Ngahere SOPs
2. Herbicide Application Activities <ul style="list-style-type: none"> - Operation of hand, backpack and motorised sprays 	<ul style="list-style-type: none"> - Safely and responsibly apply herbicide to pest plants using hand bottles, backpack foliar or motorised sprayers. 	<ul style="list-style-type: none"> • In accordance with Te Ngahere SOPs
3. Power Tools & Plant Activities <ul style="list-style-type: none"> - Operation of powered tools and plant Machinery 	<ul style="list-style-type: none"> - Safely and responsibly operate chainsaws, post hole borers and scrub cutters. - Assist in the occasional operation of plant machinery such as chippers, track machines and diggers. 	<ul style="list-style-type: none"> • In accordance with Te Ngahere SOPs • User Manual Handbooks
4. Planting <ul style="list-style-type: none"> - Carry out careful and effective planting of trees, scrubs etc during the planting seasons 	<ul style="list-style-type: none"> - Maintain appropriate/agreed efficient and effective planting requirements as defined by the Contract Manager 	<ul style="list-style-type: none"> • In accordance with Te Ngahere SOPs
5. Workshop and Maintenance Duties These may include but not limited to: <ul style="list-style-type: none"> - Cleaning and organisation of work places including plant, vehicles, stores and workshop, office space. 	<ul style="list-style-type: none"> - Housekeeping 	<ul style="list-style-type: none"> • Maintenance of a tidy work environment • Maintain vehicle logs and other SOP and form requirements.

KEY TASKS	EXPECTED RESULTS	REPORTING REQUIREMENTS
<p>6. Away Work</p> <ul style="list-style-type: none"> - Some of our contracts require field teams to be based away from Auckland for the working week on a regular basis - Five days away on site and weekends back home or ten days away and four days off - As much notice as possible will be given be given for away work, with a minimum of five days notice - When working away, to represent Te Ngahere in a professional and courteous manner outside working hours 		
<p>7. Health & Safety</p> <ul style="list-style-type: none"> - Work in a respectful and responsible manner to ensure the safety of you and those around you - Be responsible for working towards keeping a safe and health work environment. - Practice safe work methods. - Identify work place hazards. - Fire Evacuations 	<ul style="list-style-type: none"> - No harm to any other person is caused by inaction. - Reporting of accidents, injuries and 'near misses' - Using appropriate safety equipment - Be proactive and participate with site and base drills 	<ul style="list-style-type: none"> • Maintenance of a tidy work environment • Incident forms submitted in timely manner. • Staff are aware of policies and procedures for safety. • Staff are aware of procedures for safety
<p>8. Attend specific training forums as recommended and directed by management</p>	<ul style="list-style-type: none"> - Professional development 	

PERSON SPECIFICATION

SKILLS, KNOWLEDGE, ABILITIES AND ATTRIBUTES:

- A passion for the sustainability of New Zealand's natural areas.
- Ability to use initiative, work unsupervised and as part of a team.
- Team player
- Is physically fit, strong, and enjoys working outdoors
- To be able to work away from home as and when required
- Current NZ Drivers Licence (NZ Class 1)
- Good attention to detail
- Plant Identification
- Use of hand tools
- Basic 1st Aid Certificate
- Introductory Growsafe and Approved Handler
- An understanding of ecology and the New Zealand Natural environment, and a passion for its preservation
- Good Problem solving skills
- The ability to be flexible as required, with a "can do" attitude and a willingness to learn.
- Ability to work independently in isolated conditions
- Ability to work physically hard in challenging outdoor environments