

POSITION DESCRIPTION

Gardener/Grounds person

Reports to:	Landscape Manager
Division:	Ground Services
Tenure:	Permanent
Location:	Hamilton
Date:	September 2025

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive studenty experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

The Property Services team forms part of the Corporate Services Group, which effectively manages the University's corporate estates portfolio, and creates an environment that strongly supports the operational and strategic goals of the University.

The team comprises the following major functions:

- Campus Development: provides strategic leadership and management in the development and management of the University Campus Development Plan, including major infrastructure projects.
- The provision of strategic space planning, allocation and management.
- Commercial lease management and all associated liaison and management associated with the role of both landlord and tenant.
- Maintenance of all facilities, infrastructure and grounds.
- Support Services including fleet, transport, mail, portering and cleaning.
- Responsibility for relevant statutory compliance issues associated with the Building Act, Resource Management Act, Education Act, and other elements of the Government or Territorial Authority regulatory framework.

2. POSITION PURPOSE

To assist with the maintenance and development of the grounds of the University of Waikato so that the team's objectives are met efficiently and effectively.

3. ACCOUNTABILITY

The Gardener/Grounds person is responsible to the Landscape Manager and is supervised by the Grounds Supervisor.

4. FUNCTIONAL RELATIONSHIPS

Internal: Landscape Manager and Grounds Supervisor
 Other members of the Property Services team
 Staff, students and public

External: Contractors

5. KEY RESPONSIBILITIES

- Maintain designated garden beds both annual, perennial and shrubbery to a high standard in keeping with sound horticultural practice and at the appropriate seasonal periods.
- Regularly monitor and carry out tree pruning as and when required, as the campus hosts over 2500 trees above 3-4 metres in height.
- Ensure all pathways are kept in a safe and usable condition with regular leaf removal.
- Use herbicides on hard surfaces.
- Ensure signs, fire hydrants, lighting and fire panels are clear and unobstructed by vegetation.
- Ensure all external bins are emptied regularly and all loose litter is removed.
- Remove graffiti if possible or report as required.
- Report any leaks from possible underground services or any issues which require remedial works.
- Ensuring sumps and drains are kept clear and lake levels are altered as determined by weather patterns.
- Ensure external lighting is working as intended and report any faults.
- Remove noxious or nuisance plants.
- Mow grassed areas as required.
- To be part of a response team within the Campus and a role in the Emergency Preparedness Procedures.

- Participate in the maintenance of a safe and healthy work environment for self and others including students. Comply with and undertake responsibilities set out in the University's Health and Safety Policy.

Team Contribution

- Work effectively as a member of the Ground Services to support other team members and provide support and/or coverage of functions.
- Work collaboratively to encourage transparency across activities, open sharing of knowledge, and the building of positive relationships to support a high-performance culture.
- Work with other team members on projects.
- Support a positive culture and morale.
- Comply with and undertake responsibilities set out in the University's Health and Safety Policy

NOTE: Staff have an annual Objectives, Development and Reflection (ODR) meeting with their manager.

6. PERFORMANCE STANDARDS

The Gardener/Grounds person will be performing satisfactorily when:

- Weeds reduced to a minimum and all campus areas maintained to the highest standard possible.
- All machinery, tools and equipment is operated in an efficient and safe manner.
- Communication is open, honest, appropriate and considerate.
- Maintenance requests (including breakages) are reported in a timely manner.
- Maintenance to the highest standard possible.
- Areas are cut and mown to an accepted standard.
- Safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- Good general level of education.

Preferred

- Either Level 3 or 4 National Certificate of Horticulture or Dip Horticulture.
- Holder of current Growsafe Certificate.

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- Work experience and/or practical knowledge in amenity horticulture.
- Mechanical aptitude, ability to operate mechanical grounds equipment.
- Good organisational and planning ability as well as problem solving skills.
- Current Full Drivers' Licence.

Preferred

- Experience using an upfront mower.

PERSONAL QUALITIES

- Ability to work as a member of a team or on their own.
- Capable of working with a minimum of supervision and able to display initiative.
- Works consistently to complete work schedules within deadlines.
- Physically fit as the work is often strenuous.
- Flexible attitude to work tasks and environment.
- Genuine commitment to quality client service.
- Ability to interact with a broad range of staff, students and public from a variety of backgrounds and cultures in a pleasant, helpful and courteous manner.
- Agility and the ability to work at heights and use heavy equipment.
- Commitment to a culture of openness, flexibility and co-operation to achieve excellence in academic programmes, research and service.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.