A blue sign with white text

Description automatically generated

|  |  |
| --- | --- |
| ***POSITION DESCRIPTION*** | |
| **POSITION TITLE** | Senior Field Operator |
| **DEPARTMENT** | Council Business Unit |
| **GROUP** | Vector Contral Services |
| **REPORTS TO:** | Business Unit Manager |
| **DIRECT REPORTS** | Nil |
| **POSITION PURPOSE**  As a Senior Field Operator, you will play a pivotal role in the delivery of pest control operations. Your expertise will contribute to creating a cohesive and high-performing team, while your commitment to innovation and best practices will keep the Field Operations team at the forefront of pest control excellence. This role offers the opportunity to make a meaningful impact in protecting our region’s biodiversity and supporting the Council’s mission to foster a thriving environment. | |
| **DATE OF REVIEW** | January 2025 |
|  |  |
| **ORGANISATIONAL CONTEXT** | |

|  |  |  |  |
| --- | --- | --- | --- |
| ***KEY RELATIONSHIPS*** | | | |
| **EXTERNAL** | | **INTERNAL** | **COMMITTEE/GROUPS** |
| * Public * Other Local and Territorial Authorities * Government agencies * Iwi * Primary contractors (and subcontractors) * Consultants * Industry Peers | | * All staff | * Standing Committees of Council |
|  | | | |
| ***FINANCIAL RESPONSIBILITIES*** | | | |
| Controls a budget Y / **N**  Maximum that may spent without reference to manager Nil  Jobholder can spend unbudgeted capital Y / **N** Amount ($) Nil.  Jobholder is responsible for committing the organisation to long term contracts Y / **N** | | | |
|  | | | |
| ***KEY ACCOUNTABILITIES*** | | | |
| KEY RESULT AREAS | EXPECTED OUTCOMES/PERFORMANCE INDICATORS | | |
| **Values** | At all times ensuring Council values are reflected in behaviours and professional delivery of role. | | |
| **Operational Support** | Work collaboratively with the Foreman to plan and deliver the work programme, ensuring tasks are executed effectively and align with operational goals. This includes independently performing pest control operations using approved methods and tools.  Engage closely with Ground and Aerial Project Leads to ensure seamless integration of efforts and successful completion of operational goals.  Proactively contribute to fostering a positive, solutions-focused working environment, supporting the management team and colleagues in achieving shared objectives. | | |
| **Staff Mentorship and Training** | Provide hands-on guidance and training to new and existing team members, ensuring they are equipped with the knowledge and skills needed for safe and effective pest control operations.  Act as a role model and mentor, sharing expertise and fostering a culture of continuous learning and development across the team.  Assist in identifying training needs and delivering tailored support to build a capable and confident workforce. | | |
| **Compliance with Policies and Procedures** | Ensure all activities are conducted in strict adherence to Council Policies, Standard Operating Procedures (SOPs), and relevant legislative requirements.  Participate in the development, review and refinement of SOPs, identifying areas for improvement to enhance operational effectiveness and safety.  Collaborate with the Foreman to conduct internal audits and provide input on compliance-related improvements. | | |
| **Professional Development and Innovation** | Stay informed about advancements in pest control methods and technologies, actively contributing insights to team discussions and operational planning.  Seek opportunities to expand the range and efficiency of pest control strategies, helping the team adapt to evolving challenges.  Pursue professional growth through training and development opportunities, enhancing both personal capabilities and team performance. | | |
| **Support for Aerial Control Programme** | Provide flexible support for staffing and resource management to address operational needs and ensure projects are completed to a high standard.  Facilitate effective collaboration between aerial and ground teams to maximise the impact of pest control initiatives. | | |
| **Health, Safety and Wellbeing** | Provide leadership in matters relating to Health, Safety and Wellbeing by understanding and implementing the requirements of the Health and Safety at Work Act, and Council’s policy and procedures. This includes:   * Maintaining Council’s safe working and leading by example in all areas of health, safety and wellbeing. * Ensure compliance with any reasonable policy or procedure given by Council. * Taking reasonable care for your own health and safety, as well as the safety of others, ensuring that your actions or omissions do not adversely affect anyone. * Cooperating with Council policies and procedures, including the use of necessary personal protective equipment and clothing. * Reporting any potential or actual risks, injuries, work-related illnesses, and incidents (including near misses) to facilitate investigation and mitigation. * Accurately reporting all work-related hazards, incidents, and accidents, and promptly implementing corrective actions. * Providing support to the Health, Safety, and Wellbeing team in internal audits, assessments, and investigations as required. * Attending and completing Health and Safety training, ensuring all required certifications remain current. * Actively participating in Council’s health, safety, and wellbeing practices and projects. | | |
| **Additional Duties** | **Collaboration and Inclusion:** Demonstrate understanding and respect for work colleagues and customers. Actively support a diverse and inclusive workplace environment. Ensure the Council meets its obligations under the Treaty of Waitangi, the Treaty Settlement Act. Additionally, observe cultural protocols and safety practices to support initiatives, consultations, and relationships with Iwi.  **Emergency Management:** Participate in civil defence and emergency management training and activities as directed to fulfil the Council’s statutory responsibilities.  **Additional Duties:** Perform other duties as required, as appropriate.  Embrace change by being proactive in your learning and development to support both personal growth and the Council’s goals. Discuss and set development goals with your people leader, engage in on-the-job learning, and stay open to feedback and innovation. Collaborate across teams, share your ideas and strengths, and mentor others to enhance team outcomes. | | |

|  |  |  |
| --- | --- | --- |
| ***PERSON SPECIFICATION*** | | |
| **QUALIFICATIONS**  *(or equivalent level of learning)* | **Essential** | **Desirable** (for recruitment purposes only) |
| Controlled substance Licence  Full driver’s license | Level 3 Certificate in Pest Management |
| **EXPERIENCE**  *(Indicate years of experience required as appropriate)* | 3+ years’ experience in pest control operations, including the use of toxins, traps, and detection devices.  Demonstrated ability to mentor and train team members. |  |
| **SKILLS/ATTRIBUTES/JOB SPECIFIC COMPETENCIES**  *(Typically, be expected for 100% fully effective in role)* | Passionate about environmental sustainability and biodiversity protection.  Approachable, supportive, and a natural leader.  Committed to fostering a positive and collaborative team culture.  Innovative thinker with a solutions-focused mindset.  Effective communication with staff and landowners.  Proactive approach to professional development and innovation | |

*To adapt to the evolving nature of our work environment, including technological advancements and statutory changes, it may be necessary to periodically review and update this job description. These updates can occur as part of the annual performance cycle's preparation or as needed. The manager of this position, in consultation with the position holder, may initiate these updates. This job description should be reviewed during the preparation phase of performance planning.*

Employee Name Date

Employee Job Title

Approved: Shanti Morgan Date

Group Manager – Environmental Science

