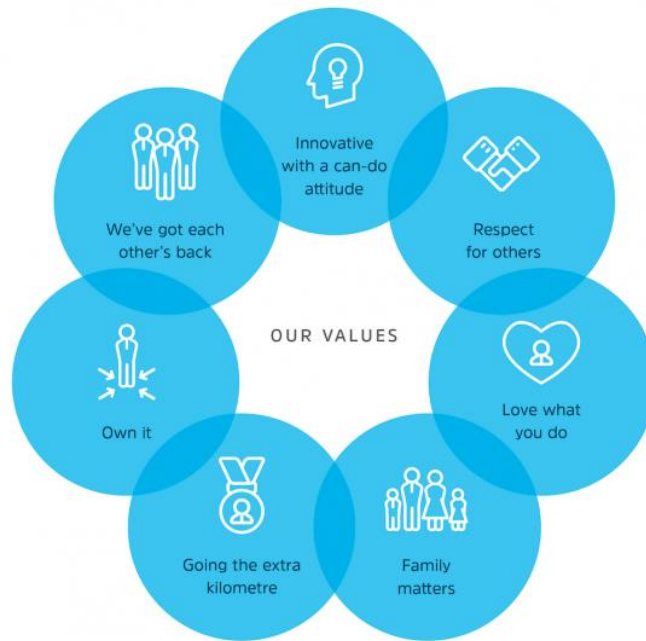


Position Description

Position:	Labourer
Reports to:	General Manager
Location:	Christchurch
Group:	Noble Services Limited
Direct Reports:	Nil

Values:



Financial Authority to Act:	N/A
Decision Authority to Act:	N/A

Position Description and KPI Acknowledgement

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

I have read, understood and agree to comply with the above position description and KPI's.

Employee
Signature:

Date:

Key Performance Indicators – Functional Accountability Chart

Area of Accountability	Core Responsibilities and Typical Activities	Performance of Measurement
Purpose	Perform basic maintenance duties as required by customers, while ensuring a positive customer experience.	
Labouring Duties	<ul style="list-style-type: none"> Perform basic maintenance such as cutting the grass, emptying bins, managing weed control and leaf raking Collect all large branches etc. from lawns as needed – especially after a strong wind event Work with hand tools and basic light machinery Maintain a clean garden by clearing rubbish and litter from the garden and grounds Remove dead and/or dying shrubs and plants, replant with suitable replacements as required Work hours should take place 0730-1600 <p>Administration</p> <ul style="list-style-type: none"> Complete job and timesheets accurately on a daily basis <p>Productivity</p> <ul style="list-style-type: none"> Manging your day to ensure a productive and efficient operation Resolve queries in a timely and professional 	<ul style="list-style-type: none"> Gardens and lawns are kept neat and tidy at all times Respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness All tasks completed on time and as required Jobs completed within timeframes Maximise chargeable hours on completed projects Positive feedback from customers
Health and Safety	<ul style="list-style-type: none"> Champion Health and Safety to ensure the Policy and processes become part of daily practice All Switched On Health and Safety policies and procedures are adhered to 	<ul style="list-style-type: none"> Health and safety priority to ensure self and others work safely. Working with the H & S Manager and team to ensure that all contractors have effective H & S protocols in place. Demonstrates and promotes positive attitude to safety, in line with Switched On health and safety policies and procedures. Actively seek out and pursue health and safety improvements. Actively report Incidents and Accidents within 24 hours of occurrence. Actively manage hazards and risks.

Key Internal /External Working Relationships

The role will call on strong interpersonal skills to interface with other internal departments as necessary, to provide answers for our leaders and clients.

In addition to key relationships within the department, the incumbent is also required to form key partnerships internally.

Key Competencies

Skill / Technical Competencies

- Positive attitude with a high energy level, comfortable performing multi-faceted projects in conjunction with day-to-day activities
- Resourceful, well-organised, highly dependable, efficient and detail oriented
- Creative problem-solving skills
- Valid drivers licence & good driving record
- Sound knowledge of NZ Building Codes and Council, Heritage requirements
- Passion for renovation and interior design
- Sound understanding of NZ H&S legislation
- Strong outcome and customer service ethic
- Willingness to adapt to a fast moving business environment

Behaviour Competencies

Service Excellence

- Demonstrated Service Excellence Orientation

Working Together

- Contributes towards and encourages our people to think and behave in ways that meets common goal
- Has a clear understanding and supports divisional business priorities

Administrative Efficiency

- Strong written and verbal communication skills
- Accurate with strong attention to detail
- Organisational skills
- Process driven

Personal Effectiveness

- Ability to manage and motivate yourself to deliver results
- Initiative, enthusiasm and ability to work without direct supervision
- Conflict resolution and negotiation
- Well-developed and proven judgement and problem-solving skills
- Reputation for reliability and honesty

Planning and Organising

- Excellent Time management
- Able to work well when under pressure of completion deadlines

Understanding Switched On

- Understands our group of companies, our objectives, partners, customers, systems and processes and the opportunities for sales. They incorporate and understand the values of Switched On by focusing on the development of our business with capability attraction and retention from a commercial perspective