



Tauranga City

## Job description

<b>Title</b>	Supervisor - Roadside Mowing
<b>Number</b>	TBC
<b>Group</b>	Community Services
<b>Division</b>	City Operations
<b>Reports to</b>	Team Leader – City Operations
<b>Direct reports</b>	10 FTE various Foreperson/s and Operators.
<b>Date</b>	February 2025

### Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- provide leadership & guidance to others
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Matauranga Māori and our partnership with tangata whenua.

### Job purpose

The primary purpose of this role is to lead the newly established Roadside Mowing Team. This people leadership position will be responsible for managing a large team, complex resource planning and scheduling, route optimisation, and coordinating daily traffic management needs. The Supervisor will play a key role in fostering a strong safety culture, ensuring the safety and well-being of both our team members and the community. Strong communication and problem-solving skills will be essential to manage the team effectively and efficiently. The overall goal for this team is to ensure roadside vegetation is well maintained across the city.

### Key outcomes

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<p><b>The Supervisor provides strong and effective leadership to their team, ensuring a safe, engaged and productive workforce.</b></p>	<ul style="list-style-type: none"> <li>• Guide, train and mentor the team to deliver high quality outcomes for the community.</li> <li>• Provide constant feedback to your team members in regard to their performance and conduct. Be proactive with performance management, ensuring action is taken to address any issues. Proactively engaging with the People Lead.</li> <li>• Proactively engage with the Health, Safety and Compliance Lead to maintain a safe working environment and drive a safety-first culture.</li> <li>• Take accountability for the team's compliance e.g., Job Start forms and SOPs are understood, completed accurately and appropriately filed.</li> <li>• Ensure resource levels are forecasted for and appropriate for the planned work.</li> <li>• SuccessFactors management includes authorising overtime and ensuring timesheets are accurate.</li> <li>• Recruitment and training of new employees.</li> </ul>
<p><b>The Supervisor is held accountable for delivering awesome roadside mowing outcomes.</b></p>	<ul style="list-style-type: none"> <li>• Deliver an exceptional quality of service through thorough planning and scheduling, trialing new approaches to continuously be making improvements.</li> <li>• Collaborate with the Workforce Planners to create the most effective plans.</li> <li>• Prepare Temporary Traffic Management Plans and Corridor Access Requests to submit to Road Controlling Authorities (RCA's). Liaise with broader teams within TCC re access to roads e.g., Road Corridor Access team to ensure quality and timeliness specifications are met.</li> <li>• Apply a risk-based approach to self-performed TTM while keeping roadworkers and road users safe and minimizing disruption to people's journeys.</li> <li>• Conduct H&amp;S and quality auditing and implement corrective actions that have been identified.</li> <li>• Respond to reactive work/ CCM's appropriately and in a timely manner, meeting with members of the public to solve issues when relevant.</li> </ul>
<p><b>The Supervisor is constantly evolving the team to be more efficient, effective, and highly skilled.</b></p>	<ul style="list-style-type: none"> <li>• Identifying training gaps in team members and action appropriate interventions.</li> <li>• Creating efficiency across teams by planning multiple activities during the same visit.</li> </ul>

<p><b>The Supervisor encourages a team culture that is positive, respectful, and focused on health &amp; safety.</b></p>	<ul style="list-style-type: none"> <li>• Build a culture of positivity towards all aspects of health and safety, acting as a role model for the City Operations Team.</li> <li>• Report wrongdoing or misconduct such as miss use of TCC assets (machinery, vehicles, fuel, and plant), theft or bullying.</li> <li>• Actively contribute to team toolbox meetings with ideas and issues.</li> <li>• Ensure yourself and team members provide a high standard of customer service to all community members. Making sure there is an awareness of, and recognition is given to any cultural requirements.</li> <li>• Be a role model for City Ops initiatives such as 'Say Hello.'</li> </ul>
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The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

## Person specifications

- Previous experience of 5 years + leading a complex operational open space management team or similar. Significant people leadership experience is required including confidence in performance management.
- Relevant trade qualifications in Horticulture, Agriculture, Primary Industries or similar, as well as STMS ideally. Open mowing, Growsafe/ agrichemical handling is extremely useful too.
- Good general knowledge around machinery eg. Tractors, ride-on's/ ATV's, weed eaters and nap sacks.
- Working knowledge of CoPTTM (Code of Practice for all Temporary Traffic Management) and NZGTTM (New Zealand Guide to Temporary Traffic Management).
- Working knowledge of WorkSafe's Good Practice Guidelines: Keeping healthy and safe while working on the road or roadside.
- Excellent communication and interpersonal skills with the ability to adapt your communication style to suit many different audiences.
- Advanced computer skills with the ability to do: reporting, Microsoft Office (Outlook, Word, Excel, Teams), use workflow apps (Field maps, Survey 123) and Health and Safety apps (Damstra/ Vault).
- A track record in successfully implementing Health & Safety plans and procedures as well as driving a culture of speaking up.
- Full clean Class 2 NZ driver's license ideally, class 1 is acceptable.
- Honesty and integrity at all times.
- The ability to be a positive ambassador for TCC, interacting with all community members in a respectful and appropriate way.
- Please note as part of Tauranga City Councils commitment to health, safety and wellbeing, the successful candidate will need to pass a pre-employment medical and drug & alcohol screen and participate in random drug & alcohol testing.

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## Our values

### **Pono / Integrity**

We do what we say we will do

### **Manaakitanga / Respect**

We listen to all views and show we care

### **Whāia te tika / Service**

We do the right thing for our community  
and each other

### **Whanaungatanga / Collaboration**

We work together and create connections