

Tūranga Mahi / Position Description: *Sports Field and Mowing Services Team Leader*

Nāu te rourou, nāku te rourou ka ora ai te iwi

With your basket of knowledge, and my basket of knowledge, all will be well

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 70,000 residents, and visitors numbering in the millions. We are determined to be among the best councils in New Zealand and are committed to continually improve the service provided to our customers, both external and internal.

Our people are central to achieving Council's Priorities and providing high quality community services that offer best value for money. And we are committed to building a high performing culture based on our **core values** of being *innovative, helpful, respectful, engaging and inspiring*. In addition to our values, there are **core competencies** required of all Council staff, being:

- *Performance Orientation*: A high performer consistently delivering performance outcomes
- *Solutions Focused*: Committed to customer-centred continuous improvement
- *Teamwork*: Contributes effectively within a team providing leadership where appropriate
- *Relationships*: Well-developed interpersonal, and relationship engagement and management skills
- *Collaboration*: Works collaboratively across teams and functions within a matrix organisation
- *Accountability*: Willingly takes accountability and engage in problem solving
- *Te Ao Maori*: Proficiency in te reo Māori me ōna tikanga appropriate to their role¹.

Rotorua is in the heart of the Te Arawa region. 40% of the population are Māori. Being a bicultural city provides a foundation for us to recognise and celebrate our increasing diversity which enriches us as individuals and as a multi-cultural community.

Our top priority is to ensure the health, safety and wellbeing of our people at work. We want you to go home healthy and safe each day. Safety is everyone's job – all of our staff have a shared responsibility to manage our work environments to prevent harm, and to actively engage with health and safety initiatives and procedures. Managers are responsible for the health, safety and wellbeing of the areas and people under their leadership.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM) within the District. This responsibility extends to all staff, who may be called upon to undertake CDEM roles in addition to their position specific responsibilities.

We are one team. To be successful, it is important that all staff are aligned to and actively support the organisation's direction, working collaboratively, and actively participating in activities and initiatives to advance the organisation e.g. activities to build bicultural capability, improve health and safety, or promote diversity.

The following pages provide the requirements of your specific position. In addition to these, you are also expected to be proactive in knowing and following Council policies and procedures.

¹ This is informed by our Bicultural Competency Framework, and staff are actively supported in gaining competency.

TE ĀHUA O TE MAHI - POSITION SPECIFICATION

MAHI - POSITION:	Sports Field and Mowing Services Team Leader
RANGATIRA - REPORTS TO:	Sports Field and Mowing Services Manager
KĀHUI - GROUP:	Community Experience
TAUNGA MAHI - LOCATION:	RLC Works Depot
PŪTAKE - POSITION PURPOSE:	The Sports and Mowing Services Team Leader is responsible for leading a team in the maintenance of sportsfields, turf areas, and mowing operations across council-managed parks and open spaces. This role ensures that all recreational and green spaces are maintained to a high standard of safety, usability, and presentation, supporting community wellbeing and council service levels. This role is approximately 80% field-based, focused on leading by example, driving team performance, and supporting operational efficiency through effective planning, coordination, and use of equipment across council-maintained assets and public spaces.
NGĀ WHAKARITENGA - DELEGATIONS	<ul style="list-style-type: none"> • Number and nature of direct reports: Approx 2 • Budget responsibility: Nil
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	<ul style="list-style-type: none"> • Mayor and Elected Members • Te Tatau o te Arawa • CE’s Group • Manahautū Te Arawa Partnership • Destination Development • Organisational Performance & Innovation • Infrastructure & Assets • Chief Financial Officer • People & Culture • Community Experience
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāwaho - External	<ul style="list-style-type: none"> • Council stakeholders • Contracted service providers • Technical professionals in your field • Consultants and Contractors • Auditors • Local Iwi groups • Neighbouring local authorities • Mayor and Elected Councillors • Local Government New Zealand (LGNZ) • Media and professional groups • Regional Council • Chamber of Commerce • Te Arawa Entities • Rotorua Community & Partnership • Police • Māori Wardens • Neighbourhood support

<p>NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:</p>	<p>Sports Field Maintenance</p> <ul style="list-style-type: none"> • Coordinate the delivery of sports field maintenance activities to ensure surfaces meet safety, performance, and presentation standards. • Support the planning and implementation of turf care programmes including mowing, aeration, fertilisation, irrigation, and pest/disease control. • Prepare and manage seasonal renovation schedules, including line marking and event readiness. <p>Mowing Services</p> <ul style="list-style-type: none"> • Organise and deliver mowing services across parks, reserves, and open spaces in line with service levels and seasonal growth patterns. • Monitor mowing quality and adjust work programmes to maintain high standards and efficiency. • Ensure effective use of resources, equipment, and time to achieve operational targets. <p>Irrigation & Water Management</p> <ul style="list-style-type: none"> • Oversee the operation and maintenance of irrigation systems to ensure efficient water use and optimal turf health. • Monitor soil moisture and weather conditions to adjust irrigation schedules for sustainability and cost-effectiveness. • Identify and resolve irrigation faults promptly to minimise downtime and maintain service quality. <p>Team Coordination & Support</p> <ul style="list-style-type: none"> • Allocate daily tasks and provide clear direction to ensure work is completed to required standards. • Share technical knowledge and assist with training and development to build team capability. • Foster a positive, safety-focused team culture that values quality and accountability. <p>Health & Safety Leadership</p> <ul style="list-style-type: none"> • Promote safe work practices and ensure all activities align with health and safety legislation and council procedures. • Identify and manage risks, contribute to incident investigations, and support the implementation of corrective actions. • Lead by example in maintaining a safe and respectful working environment. <p>Resource & Equipment Management</p> <ul style="list-style-type: none"> • Ensure vehicles, tools, and equipment are used appropriately, maintained regularly, and fit for purpose. • Assist with procurement and replacement planning based on operational needs and asset condition. <p>Stakeholder Engagement</p> <ul style="list-style-type: none"> • Respond to service requests and public enquiries in a timely and professional manner. • Liaise with sports clubs, contractors, and internal teams to ensure services are delivered effectively and meet expectations.
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TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

<p>NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)</p>	<ul style="list-style-type: none"> • Certificate in Turf Management, Horticulture, or related field preferred. • Minimum 3–5 years of experience in sportsfield or grounds maintenance, with supervisory experience. • Proficiency in operating and maintaining mowing and turf care equipment. • Strong understanding of turf management and sportsfield preparation. • Valid driver’s license; machinery operation endorsements desirable.
<p>NGĀ PŪKENGĀ - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES</p>	<ul style="list-style-type: none"> • Leadership and team coordination • Technical expertise in turf care and mowing operations • Health and safety compliance • Planning and time management • Communication and stakeholder engagement • Equipment operation and maintenance

<p>NGĀ UARATANGA - VALUES:</p>	<p style="text-align: center;">Tatou Tatou – We Together Kotahi Tatou – One Community – One Team</p> <p>WHY WE DO IT..... We believe in empowering our people and providing them with the tools to create value and make a positive difference in their lives and the lives of others</p> <p>HOW WE DO IT..... We do this by working in partnership, making it simple and solutions focused</p> <p>WHAT WE DO..... We provide quality services for our community and people to prosper</p> <p><i>OUR CORE VALUES – PEOPLE FIRST</i></p> <p>RESPECTFUL: Integrity, Listening, Pride, Honesty, Empathy, Understanding, Considerate</p> <p>HELPFUL: Approachable, Supportive, Collaborate, Go the extra mile, Proactive, Friendly, Caring, Guiding</p> <p>ENGAGING: Communication, Connectivity, Partnership, Working Together, Inclusive, Supportive, Responsive</p> <p>INSPIRING: Make a difference, Motivated, Take people with you, Encourage, Have pride in your work, Be proactive, Energised</p> <p>INNOVATIVE: Find solutions, Progressive, Continuous improvement, Empowered</p> <p>BICULTURAL: Willingness to learn and understand the Māori worldview, consideration, leading by example, sharing experiences</p>
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