

## Your Position

<b>Your job</b>	<b>Tracks &amp; Coastal Ranger</b> <b>Kaitiaki Ara me te Takutai</b>
<b>Your group</b>	Infrastructure
<b>Your team</b>	Parks
<b>Your manager</b>	Team Leader Tracks and Coastal Rangers, Seamus Fitzgerald
<b>Your base</b>	Council premises within Porirua

## What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

### Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

### How we work together:

- Whakakotahi - Team up  
Mā te mahi tahi e puta ai he hua ki tō tātou hapori  
Together we make a difference for our community
- Mahi Atamai - Work smart  
Ka whakapātari i a tātou anō kia pai ake ai ngā hua  
We challenge ourselves to do things better
- Whakatinanatia - Make it happen  
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga  
We use our energy and skills to get things done

## Your team's purpose

The Infrastructure group comprises four teams: Parks, Transport, Water Services and Waste. The Group is responsible for a significant portion of the Council's customer interactions and budget spend as people work, live and play in Porirua.

The Parks team looks after Porirua's natural landscapes and the health of Te Awarua o Porirua Harbour to ensure both our people and environment thrive. From our streams, bush and coastal areas to sports fields and shared paths, we manage and regenerate the spaces that define Porirua, and we work in partnership with Ngāti Toa and our community to create safe, welcoming, and ecologically rich places for generations to enjoy.

## Your purpose

The Tracks & Coastal Ranger's role is to:

- be part of the team responsibilities for day-to-day maintenance of the recreational track network citywide including vegetation control, weed control, asset repair and maintenance,
- maintain all harbour and coastal assets contributing to the outcomes of the Porirua Harbour Accord.
- carry out the revegetation site preparation, planting and aftercare for Parks.

## Who you'll be working with

Your direct reports	<ul style="list-style-type: none"><li>• None</li></ul>
Your indirect reports	<ul style="list-style-type: none"><li>• None</li></ul>
External people and groups	<ul style="list-style-type: none"><li>• Ngāti Toa Rangatira</li><li>• Members of the public and community organisations</li><li>• Residents Associations</li><li>• Contractors, training organisations</li></ul>
Internal people and groups	<ul style="list-style-type: none"><li>• Executive Leadership Team, managers and staff at all levels of the organisation</li></ul>

## Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none"> <li>• Deliver the scheduled programmed maintenance of the track network</li> <li>• Maintain the coastal &amp; harbour network asset</li> <li>• Collaborate with Restoration and Biosecurity teams to prepare, plant and maintain revegetation areas</li> <li>• Weed control by mechanical and chemical means</li> <li>• Ensure work is completed to a high standard</li> <li>• Provide friendly, positive and professional customer service excellence at all times</li> <li>• Ensure all checklists or task reporting is completed as required</li> <li>• Remove rubbish from PCC maintained land</li> <li>• Meet regular deadlines of all administration including time sheets, work schedules, vehicle maintenance forms, annual leave and wellness forms</li> <li>• Actively participate in relevant training and development for your personal and professional development</li> <li>• Undertake special projects and tasks as requested by the Parks Manager or Urban Ecology Manager.</li> <li>• Take responsibility for your work environment, identify hazards and risks and ensure they are addressed</li> </ul>
Health and safety	<ul style="list-style-type: none"> <li>• Understand and apply health, safety and risk management in accordance with Council's risk management framework and relevant legislation.</li> <li>• Take responsibility for your work environment; identify, assess, and manage hazards and risks to ensure they are addressed.</li> <li>• Maintain required competencies for safe field operations and follow all required Standard Operating Procedures (SOPs)</li> <li>• Ensure safe use, handling, and storage of agrichemicals</li> <li>• Use PPE appropriate to the task. Ensure PPE is fit-for-purpose, worn correctly, and replaced when damaged or expired</li> <li>• Report hazards, incidents and near misses promptly.</li> <li>• Encourage and support the identification, assessment, management, reporting and monitoring of hazards and risks to ensure they are addressed.</li> <li>• Recognise when to escalate issues.</li> <li>• Take reasonable care that what you do or don't do does not adversely affect the health and safety of other people.</li> <li>• Protect the environment during operations</li> <li>• Take reasonable care of your own health, safety, security, and wellbeing.</li> <li>• Encourage others to report health and safety incidents and risks.</li> <li>• Operate and maintain to a high standard all mechanical plant and equipment under the persons control.</li> <li>• Cooperate with any reasonable workplace health and safety policy or procedure.</li> <li>• Comply with any reasonable instructions given</li> </ul>

Relationship Management	<ul style="list-style-type: none"> <li>Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive</li> </ul>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>Build commitment of our vision, strategic directions, values and services</li> <li>Willingly undertake any duty required within the context of the position</li> <li>Adhere to our Code of Conduct</li> <li>Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event</li> </ul>

## Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> <li>A practical, hands-on approach and enjoy working outdoors in all weather and terrain.</li> <li>Industry experience</li> <li>A current New Zealand Full drivers' licence</li> <li>Growsafe introductory certification and/or willingness to progress levels</li> <li>Demonstrated experience to safely and efficiently operate small plant and machinery</li> <li>The ability to meet the physical demands of the role</li> <li>Work well to schedule maintenance schedules and cycles</li> <li>Experience with dealing with customers</li> <li>Ability to work as a member of a team and effective relationship management skills</li> <li>The ability to work well in a team and communicate clearly.</li> <li>Understanding and commitment to health and safety in the workplace</li> <li>Understanding and commitment to diverse workplaces</li> <li>Understanding and commitment to the Treaty of Waitangi and bicultural issues</li> </ul>
-------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Last updated February 2026



Porirua City Council supports an inclusive and welcoming environment and is a member of Diversity Works.