

POSITION DESCRIPTION- KĀKAHI / GENERAL LABOURER

ROLE TITLE: KĀKAHI LABOURER
 SCOPE: 35 HOURS, FIXED TERM 12 MONTHS
 REPORTS TO: SUPERVISOR
 LOCATION: 1172 HAUPAPA STREET, ROTORUA



ROTOITI 15
 Ngā Rawa E Tupu

KĀKAHI (NOUN) – FRESHWATER MUSSEL

The role of the General Labourer is to provide practical skills as part of marae renovation projects, for instance painting, fencing, concrete laying, etc. In that sense, the Labourers job is likened to the various ways in which the kākahi shell was used in traditional times. Traditionally our ancestors used the kākahi shell for many purposes, for example cutting hair, cutting the umbilical cord of newborn children, scraping vegetables, and as rattles on kites.¹ Like the kākahi shell, the General Labourer brings a range of practical skills which serve a functional purpose for the whānau/hapū/iwi.

PURPOSE OF POSITION

The purpose of this position is to for labouring duties in the Ngā Marae o Te Hikuwai Marae Renovation Project but will be required to work across other related projects as required.

KEY ACCOUNTABILITIES

ACCOUNTABILITY	SUCCESS LOOKS LIKE
Teamwork <ul style="list-style-type: none"> Working together as a team to get the job done 	<ul style="list-style-type: none"> You willingly share your knowledge and experience Communication is open, honest, appropriate and considerate You demonstrate positivity and respect, and support and care for your colleagues You actively participate in group activities
Duties (please note this list is not exhaustive and should be considered alongside the key competencies section of this job description) <ul style="list-style-type: none"> Undertake general mahi as set out in the Marae Renovation Workplan. Includes (but is not exclusive to) painting, landscaping, general labouring mahi. Set up and clean up work sites Maintain tools and equipment Assist other team members 	<ul style="list-style-type: none"> All work safely undertaken to the required specifications Undertakes efficiently what is required/requested
Record keeping	<ul style="list-style-type: none"> Records are completed accurately and presented in a tidy manner

¹ https://niwa.co.nz/our-science/freshwater/tools/kaitiaki_tools/species/kakahi

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Health, Safety & Quality

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| <ul style="list-style-type: none"> • Take all reasonably practicable steps to ensure your own safety, and to ensure that you no risk arises to the health and safety of any other person in the workplace from your actions or inaction • Demonstrate a personal commitment to Health and Safety in accordance with InfraCore Health and Safety Policy • Champion awareness, involvement, compliance and commitment to maintaining a safe and healthy working environment. This includes ensuring all reasonably practical steps are taken to preserve the safety and wellbeing of our employees, visitors, volunteers and contractors • Participate fully in the Performance Management process, working with your Supervisor/Manager to develop, monitor and review work performance | <ul style="list-style-type: none"> • Hazards are identified and control measures followed • Work-related accidents, incidents and illnesses are reported • Safe work practices are demonstrated • Emergency Procedures are followed • Personal protective equipment is worn/used correctly, including as required to comply with requirements of contractor controlled work sites • Actively participates in improvements to, and ongoing management of health and safety in the workplace • Jobholder consistently contributes to the success of the company and develops knowledge and skills • Follows all project policies and procedures and legislative obligations |
| <ul style="list-style-type: none"> • Undertakes other duties as may be reasonably required from time to time | |

POSITION REQUIREMENTS

Desirable requirements are for recruitment purposes only, they are considered essential for the position and the holder will receive the training as required.

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Be physically fit and strong. • Positive and reliable work attitude. • Works effectively in both a team and one on one situation • Contributing positively within a small dedicated professional team • A hands-on approach to problem solving • Commitment to Health and Safety • Must be able to read with good comprehension skills • Must have sound basic mathematics skills • Excellent hand-eye coordination 	<ul style="list-style-type: none"> • Current clean Drivers Licence – class 2 • Experience • Basic knowledge of herbicides and their application • Competency in the use of small plant e.g. hedge trimmers, chainsaws, weed-eaters etc. • First Aid

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REQUIRED COMPETENCIES

- Values and demonstrates a commitment to kaupapa Maori
- Strong work ethic and sense of personal values
- Demonstrated stakeholder relationship skills, particularly with Maori stakeholders
- Effective communication skills
- You must have, and project, a professional attitude and demeanour at all times as you are a representative of the business.
- Ability to work within allocated timeframes and meet deadlines
- Works effectively in both a team and one on one situation
- Ability to organise own workload
- A hands-on approach to problem solving
- Commitment to Health and Safety
- Painting, sanding and paint prep work
- Basic carpentry
- Work alongside specialists for the implementation of key aspects of work programme.
- Operating light machinery (weed-eater/scrub-bar/chainsaw)
 - Trimming hedges, trees, vegetation
 - Cutting pest plants e.g. blackberry/gorse
- Using hand tools (Loppers/saws)
 - Pruning shrubs, juvenile trees
 - Cutting pest plants e.g. vines
- Effectively following weekly / daily work programmes
- Carry out daily hazard identification and implement controls to eliminate, isolate or minimise
- Provide support, and when needed to cover for the wider team
 - All aspects of spraying and reactive work
- Involvement with Health & Safety improvements and implementation
- General labouring duties as required
- Completing any other reasonable duties as required by the supervisor/project management

FUNCTIONAL RELATIONSHIPS

External Relationships:	Marae Trustees, Trust hungamahi Suppliers
Internal Relationships:	Project Manager Supervisor Other Project Employees Trust Contractors Administrative support
Responsible for (i.e. direct reports):	NA

This position description is designed to give an indication of the type of work and performance expected of the role holder, rather than a complete list of duties as these will evolve with the changing needs of Rotoiti 15 Trust.

The role holder agrees to undertake any other tasks that are consistent with the position and with the provision of quality service to the organisation. This may include the provision of support services to other Stakeholders as directed.