



POSITION DESCRIPTION

GARDENER

LEVEL 4A-5

POSITION DESCRIPTION

1. **TITLE** **Gardener**
2. **LEVEL** **4A - 5**
3. **DEPARTMENT/SECTION:** **Works**

4. POSITION OBJECTIVES:**4.1 Objectives of Position:**

- 4.1.1 Co-ordinate, supervise and undertake the day to day delivery of the Shires Parks and Gardens construction and maintenance programs.
- 4.1.2 Ensure the Shires Parks and Gardens assets are maintained to a high standard in an efficient manner, through the effective management of a well trained and motivated workforce.

4.2 Within Unit:

To undertake maintenance and develop improvements to the Council's parks and gardens facilities.

4.3 Within Organisation:

To provide assistance to the Engineer - Works Management to undertake the activities of the Directorate.

5. REQUIREMENTS OF THE POSITION:**5.1 Skills:**

- 5.1.1 Well developed time management and organisational skills.
- 5.1.2 Sound verbal and written communication skills.
- 5.1.3 Good mechanical skills as they relate to Parks and Gardens plant and equipment.
- 5.1.4 Strong public relations and consultation skills.
- 5.1.5 Developed budgeting and cost control skills.

5.2 Knowledge:

- 5.2.1 Developing understanding of the activities undertaken by a local authority.

- 5.2.2 Completion of or progress towards an appropriate horticultural qualification (desirable).
- 5.2.3 Established knowledge of costing and cost control.
- 5.2.4 Sound knowledge of landscape design principles.
- 5.2.5 Sound knowledge of human resource management principles.
- 5.2.6 Established knowledge of reticulation systems and their design.
- 5.2.7 Working knowledge of turf management.
- 5.2.8 An understanding of Occupational, Health, Safety and Welfare Legislation and Regulations.

5.3 Experience:

- 5.3.1 Certificate in Horticulture or similar fields (preferred).
- 5.3.2 Working knowledge of this field or similar.
- 5.3.3 Demonstrated experience in utilising minor plant.
- 5.3.4 Demonstrated experience in operating light vehicles.
- 5.5.5 Demonstrated experience in a team environment.

5.4 Qualifications and/or Training:

- 5.4.1 Any generic training in the areas of supervision, horticulture, project management or personal management that may assist in the application of this position.
- 5.4.2 Hold a current "C" Class Motor Driver's Licence. Possess a MR Class Licence is desirable.
- 5.4.3 Holder of a First Aid Certificate is desirable.

6. KEY DUTIES/RESPONSIBILITIES

- 6.1.1 Responsible for undertaking the day to day operations of the Parks and Gardens.
- 6.1.2 Responsible for the management of all plant, equipment and tools allocated to the Parks and Gardens. To undertake routine maintenance to plant and equipment to be utilised to ensure that it operates in a safe and efficient manner.
- 6.1.3 Assist the Engineer - Works Management and Technical Support Officer - Works in the preparation of annual budgets and programs related to Parks and Gardens.

- 6.1.4 Responsible for maintaining a motivated, innovative and safe culture within the Parks and Gardens.
- 6.1.5 Responsible for the accurate and timely delivery of payroll timesheets, incident reports and insurance claims as they relate to Parks and Gardens.
- 6.1.6 Responsible for supervising the Works Trainee.
- 6.1.7 Responsible for the management of contract services related to Parks and Gardens.
- 6.1.8 Liaise with community groups and users of the Shires Parks and Gardens facilities to ensure their harmonious use.
- 6.1.9 To efficiently and effectively undertake parks and gardens maintenance works as programmed.
- 6.1.10 To assist in the planning for and development of improvements to the Council's parks and gardens.
- 6.1.11 To assist in the undertaking of road construction and road maintenance programmes as and when required.

7. ORGANISATIONAL RELATIONSHIPS

7.1 Responsible to:

Engineer - Works Management.

7.2 Supervision of:

Nil for permanent staff.

Mentoring and supervision of work experience, casual staff and trainees.

7.3 Internal and External Liaison:

Internal

Engineer - Works Management, Technical Support Officer – Works and Chief Executive Officer.

External

Staff and general public, particularly those who utilise the Council's parks and gardens and contractors.

8. EXTENT OF AUTHORITY:

The extent of authority in this position operates within the limits of Council's policy relevant statutory constraints.

9. SELECTION CRITERIA:**9.1 Skills:**

9.1.1 Ability to interpret verbal instructions.

9.1.2 Ability to operate and undertake routine maintenance of small plant items such as lawn mowers, whipper snippers, brush cutters and chain saws.

9.1.3 Ability to operate vehicles, including utilities and light trucks.

9.1.4 Developing public relations skills.

9.1.5 Ability to undertake regular servicing of minor plant.

9.1.6 Developing understanding of the activities undertaken by a local authority.

9.1.7 Demonstrated experience in utilising minor plant.

9.1.8 Demonstrated experience in operating light vehicles.

9.1.9 Demonstrated experience in a team environment.

9.1.10 Demonstrated experience in horticultural activities.

9.1.11 Holder of current "MR" class licences.

9.1.12 Able to repair and maintain reticulation.

Desirable

9.1.13 First Aid Certificate.

9.1.14 Completion of, or progress towards an appropriate horticultural qualification (desirable).

10. BASE WORK LOCATION:

Shire of York Works Depot, Maxwell Street YORK WA 6302.

11. AWARDS / AGREEMENT COVERAGE:

Condition of employment are governed by the Australian Workplace Agreement in force.

12. HOURS:

The position is based on a 19 day month with hours being based on 152 hours per 4 (four) weeks cycle.

13. ADDITIONAL BENEFITS:

- Service Pay (incorporated into gross salary) after one completed year of service.
- Rostered Day off each four week cycle.
- Shire of York Collective Workplace Agreement in effect until the 8th May 2011.

14. OCCUPATIONAL SAFETY & HEALTH:

As a Supervisor within the organisation you will ensure that you represent the organisation in complying with the requirements of the *Section 19* of the *OSH Act* which requires that: -

“An employer to, so far as practicable:

- Provide and maintain a working environment where employees are not exposed to hazards,
- Provide & maintain workplaces, plant & systems of work, as far as practicable that employees are not exposed to hazards,
- Provide information, instruction, training & supervision to enable employees work without being exposed to hazards,
- Consult & cooperate with safety & health representatives & employees.

As an employee of the organisation you will ensure that you comply with the requirements of the *Section 19* of the *OSH Act* which requires that: -

“An employee shall take reasonable care to:

- Ensure his own safety & health at work & avoid adversely affecting the safety & health of other persons,
- Comply, as far as is reasonably able, with instructions given by management,
- Use appropriate devices & protective equipment in the manner in which he/she has been properly instructed,
- Not to interfere with or misuse anything provided in the interest of safety & health,
- Immediately report a hazard, incident or work injury to the employer.”

Present Occupant: _____ Date Appointed _____

Prepared by: _____ Date Issued: _____

Approved by: _____ No. of sheets: 6

Reviewed: _____ Date: _____