

# HARDEN SHIRE COUNCIL



## Position Description

### 1. General Description

- **Position Title** : **Trainee – Parks and Gardens**
- **Department** : **Technical Services – Parks and Recreation.**
- **Role** : **To gain skills/experience and to assist in a range of functions within the Parks & Recreation Service Section, whilst completing a Certificate II qualification (or similar) in Horticulture.**
- **Supervisor** : **Parks and Recreation Supervisor.**
- **Number of Staff reporting to this Position** : **Nil**
- **Delegations of Authority** : **Nil**
- **Date of Initial Position Description Preparation** : **31 October, 2011.**
- **Date of Review/Amendments** : **11 November, 2014.**

\_\_\_\_\_  
(Signature of Immediate Supervisor)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Authorised by Director)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Approved by General Manager)

Date: \_\_\_\_\_

## 2. Purpose of the Position

The Trainee - Parks and Recreation will work under the direct supervision of the Parks and Recreation Supervisor and other management staff in maintaining, repairing and operating all aspects of Council's parks, cemeteries, recreation areas and open spaces. The traineeship will be a multi-skilled employment arrangement which may see deployment to other areas of Council's operations as required.

This twelve month traineeship position will involve on the job training, as well as training modules to be completed via a Registered Training Organisation. Attendance at all compulsory training programs will be required to ensure satisfactory progress is made towards the completion of the traineeship and to ensure continued employment with Council.

## 3. Award/Salary Provisions

- **Award Coverage** : NSW Local Government (State) Award 2014
- **Salary System Grade** : Operational Band 1, Level 1

|    |                                       |               |
|----|---------------------------------------|---------------|
| T1 | 15 years of age                       | \$360.90/week |
| T2 | 16 years of age or School Certificate | \$450.30/week |
| T3 | 17 years of age                       | \$530.00/week |
| T4 | 18 years of age or over or HSC        | \$619.50/week |
| T5 | Mature Age                            | \$709.50/week |

- **Hours of Work** : 38 hours per week  
Nine day fortnight
- **Entitlements** : 9.5% Superannuation  
Annual Leave – 4 weeks after 12 months service  
Sick – 3 weeks per annum  
Salary Sacrifice options
- **Other factors** : This is a 12 month traineeship position.  
The trainee will be required to complete TAFE training or similar accredited training modules. Continued employment throughout the 12 month fixed term is dependent upon progressive satisfactory completion of the training plan and personal performance.

## **4. Selection Criteria**

### **4.1 Essential**

- High School Certificate or School Certificate.
- Commitment to attaining a Certificate II Horticulture through TAFE.
- OH&S Whitecard
- Ability to work and participate as part of a team.
- Sound literacy and numeracy skills.
- Sound written and verbal communication skills.
- Current NSW drivers licence.
- Demonstrated interest in developing skills in Horticulture.
- Local area knowledge.

### **4.2 Desirable**

- Prior relevant work experience.
- Current First Aid Certificate.
- Demonstrated ability to identify problems and initiate solutions.
- Demonstrated experience in working in an outdoor parks and gardens environment.
- Demonstrated experience in operating/handling small plant and equipment.

### **4.3 Personal Attributes**

- Communicates in an appropriate and effective manner, consistent with the requirements of the position, to enhance the image of the Council.
- Contributes to improved organisational effectiveness, by respecting other employees, by acting honestly and with fairness, and by working to achieve Council's team objectives.
- Demonstrate a high degree of self motivational skills.
- Demonstrate an ability to co-operate with other staff.
- Ability to apply problem solving techniques.
- Attend and actively participate in all training, as required.
- Excellent attention to detail and desire for accuracy.
- Physical fitness of sufficient level to satisfy the demands of this position.

#### **4.4 Duties**

- Assist in the maintenance, repair and operation of Council's parks, gardens, recreation areas and cemeteries in accordance with customer service standards.
- Assist in the construction of new and replacement of existing, garden watering systems, pool surrounds, tree maintenance and general grass mowing and slashing.
- Generally assist and carry out duties as directed by the supervising employee and/or other senior operators.
- Ensure that relevant workplace health and safety levels are maintained and wear all safety equipment provided by Council in line with Council's Workplace Health and Safety Policy and Workplace Health and Safety Act and regulations.
- Carry out such other duties from time to time as directed by the Parks Supervisor.
- Carry out other work duties as directed by the management team.

## 4.5 Additional Responsibilities

| <b>1: Work Health and Safety</b>                      |   |
|---|---|
| <b>Specific duties to satisfy this responsibility</b> | <b>Performance Measures</b>   |
| Knowledge of their responsibility under the WH&S Act. | <ul style="list-style-type: none"> <li>• Ensure that all activities are performed in accordance with the WHS &amp; rehabilitation procedures, legislation or good practice.</li> <li>• Respond to and report any hazardous situation.</li> <li>• Ensure that Safe Work Method Statements, safety booklets and other safety information is completed and signed off.</li> <li>• Review all tasks and assist in improving safety.</li> <li>• Promote Work Health Safety and Rehabilitation by example.</li> </ul> |

| <b>2: EEO Principles and Practices</b>   |   |
|--|---|
| <b>Specific duties to satisfy this responsibility</b>  | <b>Performance Measures</b>   |
| <ul style="list-style-type: none"> <li>• Interpretation and implementation of EEO Principles and Practices in all policies, procedures and actions within the Department.</li> </ul> | <ul style="list-style-type: none"> <li>• All policies and procedures developed comply with Council's EEO principles and practices. All activities must comply with Council's EEO principles and practices.</li> </ul> |

| <b>3: Continuous Improvements</b>   |  |
|---|--|
| <b>Specific duties to satisfy this responsibility</b>   | <b>Performance Measures</b>  |
| <ul style="list-style-type: none"> <li>• Identify obsolete and inefficient practices and recommend changes where appropriate</li> </ul>                           | <ul style="list-style-type: none"> <li>• New work practices are introduced as required in line with best practice in the industry.</li> </ul>              |
| <ul style="list-style-type: none"> <li>• Identify new technology and software system opportunities that promote better work efficiencies and practices</li> </ul> | <ul style="list-style-type: none"> <li>• More efficient systems and satisfaction level of users with financial and associated computer systems.</li> </ul> |

| <b>4: Asset Management</b>  |  |
|---|--|
| <b>Specific duties to satisfy this responsibility</b>   | <b>Performance Measures</b>  |
| <ul style="list-style-type: none"> <li>• Maintaining Council assets that are under employee's direct control</li> </ul> | <ul style="list-style-type: none"> <li>• No reportable incidents/infringements.</li> <li>• Comply with all Council assets policies.</li> </ul> |

## **5. Mandatory Conditions of Employment**

The following conditions of employment are mandatory and as such have to be met by the employee at all times: -

- ❖ To hold and retain an unrestricted and current NSW Drivers Licence;
- ❖ To ensure the safety of themselves and fellow employees by following safe work procedures;
- ❖ Comply with Council's WH&S Policy and procedures;
- ❖ Comply with Council's Code of Conduct;
- ❖ To project the image of Council in a positive manner; and
- ❖ Comply with Council's Drug and Alcohol policy and procedures.

Non-compliance with these conditions may result in disciplinary action and / or termination of employment.

### **TRAINING**

The trainee is expected to:

- ❖ comply with essential training requirements as may be provided within Council's Training Plan;
- ❖ pass compulsory TAFE/training modules
- ❖ attend courses deemed necessary by Council to enhance knowledge of contemporary practices; and
- ❖ become conversant with Council policy matters.

A training plan will be developed with regular assessment of the performance and competency of the trainee.

### **PERFORMANCE REVIEWS**

An initial performance review shall be conducted within three (3) months of the trainee's appointment, with continual informal monitoring. Thereafter informal reviews shall be conducted monthly. The purpose of these reviews is to provide the trainee with feedback about their work performance on the job. These reviews will also be used to provide feedback on training courses and modules completed by the apprentice and to review the employee's training plan.

**CERTIFICATION AND ACKNOWLEDGEMENT OF CONTENT ABOVE**  
**(This is both a certification and acknowledgment by both Council and the successful applicant of the position as described by this position description.)**

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**(Signature of  
Director Technical Services)**

\_\_\_\_\_  
**(Signature of  
Position Holder)**

**Date:.....**

**Date:.....**