

Position Description



POSITION TITLE:	Senior Gardener – Parks & Gardens	POSITION NO:	DE1100
DEPARTMENT:	Development and Environmental Services		
LOCATION:	Council Depot, Nymagee Street, Nyngan NSW.		
REPORTS TO:	Team Leader – Parks & Gardens		
DIRECT REPORTS:	None		
STATUS	Full Time	TYPE:	Permanent
GRADE:	Grade 3	HOURS:	38 hours per week
DATE PREPARED:	13/01/2017	DATE REVISED:	16/12/2019

AUTHORISATION

I hereby agree that this role statement accurately reflects work requirements.

Manager: _____
Name Signature Date

Employee
(if applicable): _____
Name Signature Date

POSITION CONTEXT

Bogan Shire Council is committed to providing a comfortable country lifestyle by progressively improving the level of appropriate facilities and services and encouraging growth and economic development that is responsive to the needs of the community.

This position contributes to this goal through the provision of attractive and well managed community facilities that are regularly used and provide for valued recreational and cultural programs for our community and visitors.

MAIN JOB PURPOSE

To undertake routine inspections ensuring clean and tidy parks and garden areas, identify and carry out general gardening, landscape maintenance and improvement works, tree planting and pruning, irrigation system construction and maintenance, lawn mowing and edging to ensure that Council's open spaces including parks, gardens, trees and reserves are well maintained and appropriately managed.

CUSTOMERS

- People who live, work in or visit Bogan Shire
- Elected Council members
- Council Management
- Council Staff

ORGANISATIONAL RESPONSIBILITIES

Be familiar with and follow the spirit and content of Council's Code of Conduct. A copy of this is provided with your appointment letter if successful.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Awards, Policies and Anti-Discrimination legislation
- Council's customer service standards and organisational values
- Workplace Health and Safety (WH&S) legislation
- Relevant Strategic and Operational Plans
- Standard Operating Procedures

KEY TASKS / ACCOUNTABILITIES

1. Work closely with the Team Leader – Parks and Gardens to set out weekly works plans and allocating staff and resources according to tasking requirements, planned maintenance works and projects, prioritising multiple tasks to meet deadlines and budgets.
2. Work as a productive and positive team member to provide efficient and cost effective operations for management, preservation and maintenance of street and park trees and open space including parks, gardens and reserves.
3. Undertake routine inspections of parks and gardens and carry out maintenance and improvement programs and activities, ensuring horticultural practices are aligned to required quality standards.
4. Provide effective leadership, supervision and on the job training to the Gardener.
5. Complete gardening and landscaping works, tree planting and pruning, weed management, lawn mowing, edging and other duties assigned by the team leader.
6. Undertake irrigation system maintenance work for parks and gardens ensuring watering systems are functioning properly and at appropriate times.
7. Appropriately operate, maintain and securely store Council plant, materials, tools and equipment.
8. Complete accurate and timely records associated with the functions and completion of work, including timesheets, tasking sheets and plant operating sheets and ensure labourers complete the relevant records.
9. Operate to acceptable standards and maintain in a safe and operational manner all Council plant, materials, tools and equipment, including Slasher/Tractor, Loader, Backhoe, Forklift and Skid Steer.
10. Store Council plant, equipment and materials securely.
11. Competently operate communication equipment in an appropriate manner.
12. Report any loss or damage to Council plant, equipment or materials on the appropriate forms.
13. Conduct operational, maintenance and safety checks of plant, tools, equipment and worksites prior to starting daily duties.
14. Ensure hazard identification and site safety checklists are completed on a regular basis and that appropriate traffic control plans are selected and implemented before the commencement of duties.
15. Ensure appropriate use of all safety equipment; including Personal Protection Equipment (PPE), signs, lights, barriers bollards and other traffic management equipment.
16. Maintain Council's customer service standards and organisational values.
17. Follow Council's Requisition and Stores Procedures for acquiring relevant equipment, uniforms and work specific items, whilst ensuring adequate stock levels of gardening materials, and supplies.

NOTE: Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their grade level, in any role or area of Council.

KEY RESULT AREAS

1. Weekly works plans and allocation of staff and resources are well coordinated and deadlines and budgets are met.
2. Provision of attractive and well managed open spaces including parks, gardens, trees and reserves that are regularly used.
3. Parks and gardens are clean, litter-free, safe and appropriately managed.
4. Operation of small Council plant and equipment is performed to a high standard and within specified timeframes.
5. All applicable Council policies and procedures are followed.

COUNCIL VALUES

Bogan Shire Council has seven corporate values that guide our thinking, actions and decision making:-

Having respect for other people.

We treat everyone equally and work to build and maintain mutual respect amongst ourselves, as Shire staff and councillors, as well as with our customers.

Providing responsive customer service.

We recognise that our main function is to serve our local community and we make every effort to deliver quality services in a way that meets, or exceeds, their expectations.

Taking pride in Nyngan and the greater Bogan Shire.

We take pride in doing what we do well to make a difference for the benefit of the whole Bogan Shire community to preserve and improve our "comfortable country living".

Working together as a team to get things done.

We build teams that work together in a positive and supportive way to get the job done. Teams know that they rely on each individual to do their part and we encourage healthy two-way feedback.

Being accountable for our decisions and actions.

We accept responsibility for the decisions and actions that are taken on behalf of our community. Individually, all Council staff have ownership of their tasks and duties to make sure that we get the job done to the best of our ability.

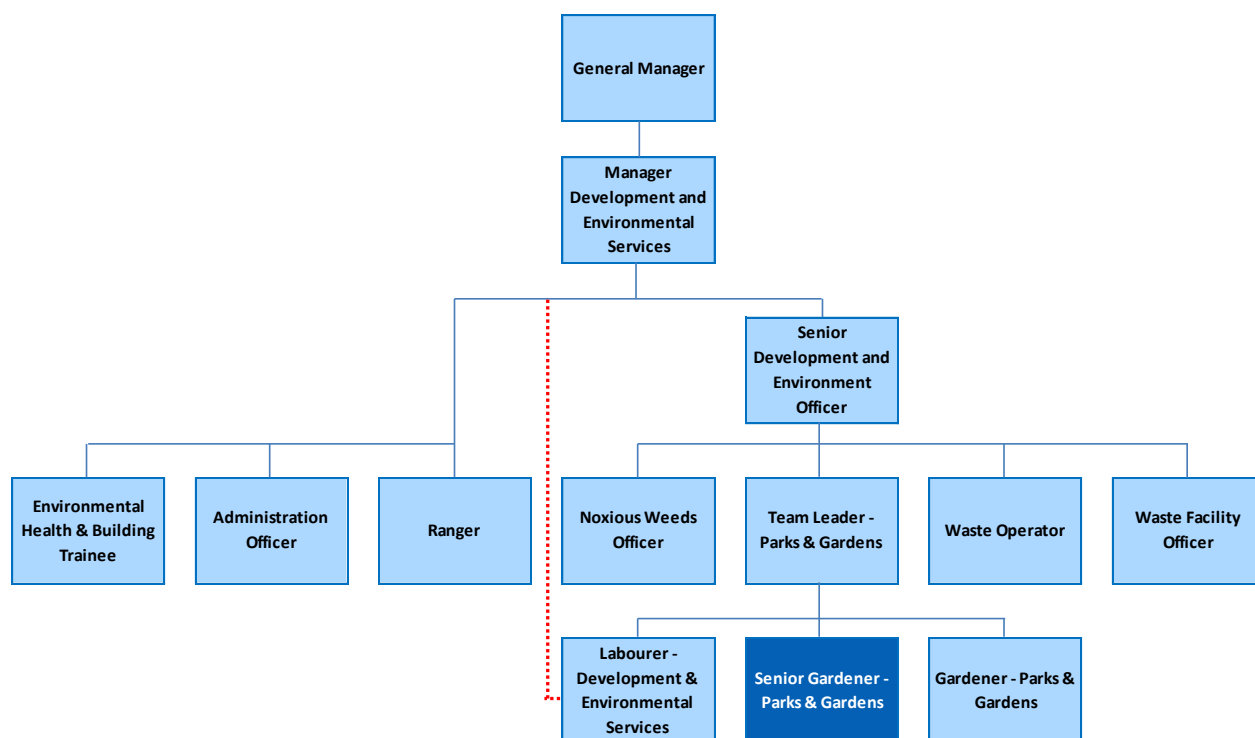
Acting with integrity and honesty.

Our dealings are open and transparent. We can be trusted to do the right thing and we strive to provide the best value for money to the community, our customers.

Demonstrating strong leadership

Together with our community we have established a vision for the future of our Shire and we are committed to planning for and leading the achievement of our community's strategic goals.

DEPARTMENTAL STRUCTURE



CONDITIONS

- Employment contract is for permanent, full time work.
- Hours of work are Monday to Friday, 38 hours per week, start and finish times dependant on works projects, 30 minute morning break, and 30 minute meal break.
- 9 Day fortnight
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative requirements.
- Entitlements to paid sick leave, carer's leave and health and well-being leave in accordance with the Local Government (State) Award.
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE) as per Council's Sun Protection, Clothing and Personal Protective Equipment Policy.
- Reasonable access to education and training, consistent with the individual's Employee Development Plan and Council's Training Plan and Budget.
- Employee to re-pay Council the cost of training, including enrolment and course materials if the employee resigns from Council or the employee's employment is terminated for any reason prior to the completion of the training.
- 100% paid study leave to attend all compulsory residential schools, lectures, seminars, examinations and any other occasions where attendance is mandatory and training is undertaken during ordinary working hours.
- Council will provide a suitable vehicle or will pay reasonable travel expenses to the value of a standard or economy bus/rail/airfare as per Council Policy for Council approved training, seminars, workshops and conferences.
- Council will pay for all relevant training accommodation and meals expenses as per Council Policy for Council approved training, seminars, workshops and conferences.
- Carry out work in a wide variety of environments – outdoors on worksites.

→ Bogan Shire Council provides a 'smoke free' work environment. Council policy prohibits smoking in all Council buildings, vehicles and plant.

KEY SELECTION CRITERIA

Essential:

1. Hold a current manual class C drivers licence, but must obtain MR licence within 3 months of appointment.
2. Hold a current WorkCover NSW OHS Construction Induction Card.
3. Proven numeracy and literacy levels usually associated with Year 10 Secondary Education.
4. Demonstrated ability to provide high quality beautification, maintenance and development of Council's parks and gardens including hands on use of tools, equipment and minor plant.
5. Demonstrated ability to establish and maintain effective working relationships, work independently with minimal supervision, supervise a small works team and contribute positively within a team environment.
6. Well-developed communication skills, including proven ability to prepare and interpret work programs and maintain cohesive and co-operative interpersonal relationships through effective communication.
7. Demonstrated ability to manage competing priorities, with the ability to problem solve and monitor work team productivity and report back to Team Leader – Parks and Gardens.
8. Demonstrated understanding of and commitment to the requirements of Work Health and Safety (WH&S).
9. Be an Australian Resident or equivalent or holder of a visa allowing permanent employment in Australia.

Desirable:

1. Tertiary qualifications relevant to the position at AQF Level 3 (Certificate III) in Horticulture, Landscaping, Sports Turf Management or equivalent. (Certificate III in Horticulture, Landscaping, Sports Turf Management or equivalent, plus relevant experience is required for progression to the Horticulturalist position)
2. Hold a current class MR or higher drivers licence.
3. Hold current (Blue card) Traffic Control at Worksites.
4. Hold a Licence to Operate a Forklift Truck and WorkCover NSW Notice of Satisfactory Assessment, previous National Competency Licences or qualified assessment for Backhoe, Skid Steer & Front End Loader.
5. Hold a current First Aid certificate.
6. Local Government industry experience.