

Position Description



POSITION TITLE:	Trainee Gardener – Parks & Gardens	POSITION NO:	DE0004
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:	Contract – 2 years
GRADE:	Trainee 3 to 10 (as per Award conditions)	HOURS:	38 hours per week
DATE PREPARED:	13/01/2017	DATE REVISED:	18/10/2019

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

The purpose of this role is to develop skills and knowledge in Horticulture to be able to identify and carry out general gardening, landscape maintenance and improvement works, tree planting and pruning, irrigation system construction and maintenance, lawn mowing and edging as well as ensuring that Council's open spaces including parks, gardens, trees and reserves are clean, tidy and well maintained.

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. Undertake study in Certificate III in Horticulture by distance education.
2. Successfully complete Certificate III in Horticulture within 2 years of the start of the registered training contract.
3. Establish and maintain effective working relationships, work independently with minimal supervision, be self-motivated and contribute positively within a team environment.
4. Communicate at all levels in a professional manner whilst maintaining patience, clarity and empathy.
5. Assist Council's Team Leader – Parks and Gardens where directed and required.
6. Follow instructions and complete tasks allocated by the Horticulturalist and Team Leader – Parks and Gardens.
7. Uphold professional standards of customer service to internal and external customers.
8. 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 including but not limited to:
 - i. Gardening and landscaping works, tree planting and pruning, weed management, irrigation system construction and maintenance, lawn mowing, edging and other duties assigned by the team leader.
 - ii. Undertake irrigation system maintenance work for parks and gardens watering systems are functioning properly and at appropriate times.
 - iii. Operate to acceptable standards and maintain in a safe and operational manner all Council plant, materials, tools and equipment
 - iv. Carry out maintenance and improvement programs and activities, ensuring horticultural practices are aligned to required quality standards
9. Keep and maintain a written daily diary of works performed and incidents that may lead to public liability claims, workers compensation claims, litigation or adverse public perception of Council.
10. Satisfactorily complete appropriate paperwork including time sheet, plant and vehicle running sheets, accident reports and miscellaneous documents to required standard and to deliver to supervisor within required time.
11. Undertake and successfully complete additional training considered applicable to Council's operation.
12. Practice effective time management in all daily activities.
13. Ensure that tools and equipment are well maintained.
14. Store Council plant, equipment and materials securely.
15. Ensure appropriate use of all safety equipment; including Personal Protection Equipment (PPE), signs, lights, barriers bollards and other traffic management equipment.

16. Operate within the policies and procedures of Bogan Shire Council.

17. Comply with all relevant State and Federal legislation.

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 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.

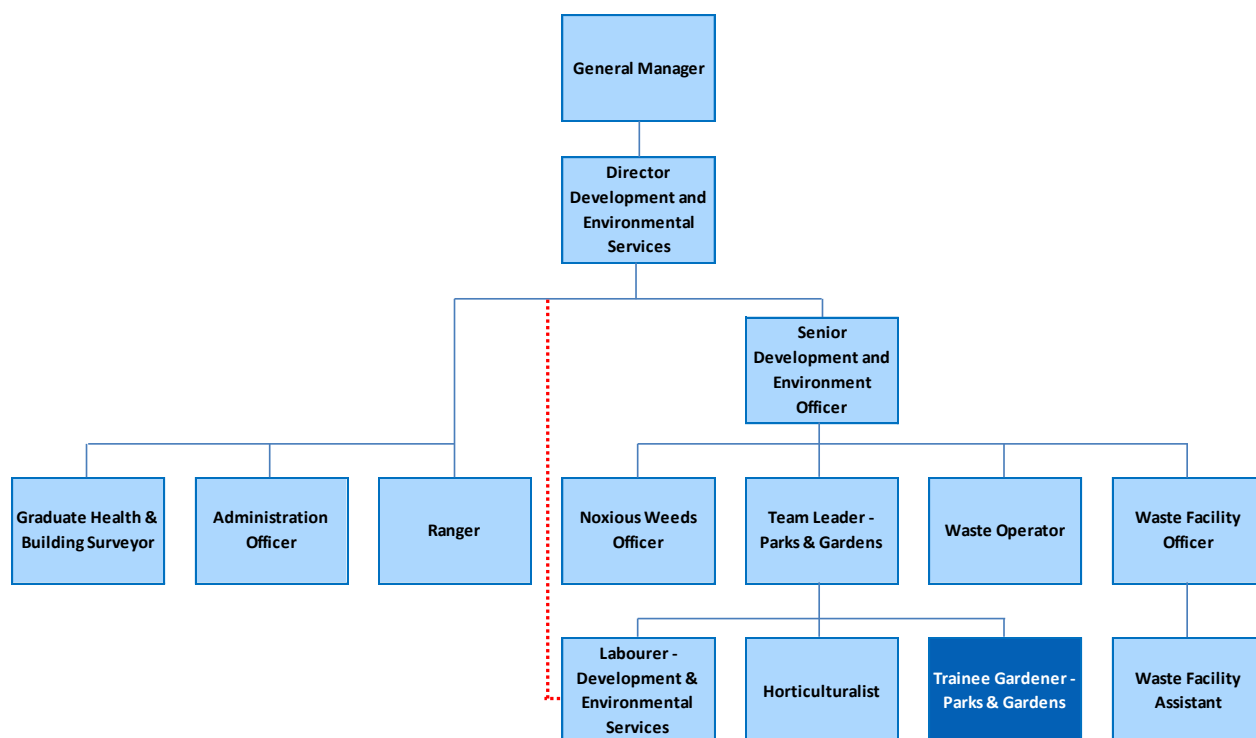
Acting with integrity and honesty.

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

- Trainee contract will be for 2 years.
- 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 - RDO every second Friday.
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative requirements.
- Incumbent will undertake a Certificate III in Horticulture through a Registered Training Organisation (RTO).
- Enrolment in coursework and course materials to be paid for by Council. Council will not pay course fees for repeating units due to failed requirements. Repeating units are to be paid for by the Trainee.
- Trainee to re-pay Council the cost of training, including enrolment and course materials if the contract is not completed for any reason, the trainee resigns from Council prior to the completion of the apprenticeship or is terminated for any reason.
- 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.
- Council will pay for all relevant training accommodation and meals expenses as per Council Policy.
- Council provides all tools of the trade required to perform the duties of the position.
- Carry out work in a wide variety of environments – outdoors on worksites/indoors in the workshop.
- Routinely be required to lift tools, supplies, materials or equipment weighing up to 25kgs.
- Employment beyond the traineeship is not guaranteed by Council, however if a vacancy does arise, the trainee is eligible to apply for the position.
- 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.

KEY SELECTION CRITERIA

Essential:

1. Hold a current manual class C, P1 or P2 drivers licence or obtain licence within 3 months of appointment, with progression towards obtaining an MR licence as soon as eligible.
2. Current NSW WorkCover Construction Induction Certificate (White card).
3. Have completed school studies to NSW Record of School Achievement (RoSA) level or equivalent (year 10/School Certificate).
4. Possess motivation and initiative and have a demonstrated interest in Horticulture and gardening, with the ability to listen and follow instructions and ask for help when necessary.
5. A willingness to develop skills and knowledge in this trade and a commitment to undertake and complete a Certificate III in Horticulture through a Registered Training Organisation (RTO).
6. Possess effective verbal and written communication skills with a clear understanding of confidentiality and discretion.
7. Be able to establish and maintain effective working relationships, work independently with minimal supervision, and contribute positively within a team environment.
8. Possess organisational and time management skills, including proven ability to manage competing priorities, with the ability to problem solve.
9. Demonstrated basic understanding of and commitment to the requirements of Work Health and Safety (WH&S).
10. Be an Australian Resident or equivalent or holder of a visa allowing permanent employment in Australia.

Desirable:

1. Strong interpersonal skills that will contribute to the efficiency of a small team.
2. Possess a sound academic achievement record and have proficiency in maths and analytical subjects.