



## POSITION DESCRIPTION

<b>Position Title</b>	Gardener
<b>Position Code</b>	1349
<b>Business Unit</b>	Field Services
<b>Work Group</b>	Horticulture
<b>Position Classification</b>	Band 3
<b>Effective Date</b>	January 2012

### Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. In this context we have a vision to build the best sports, aquatics and events precinct in regional Victoria – bringing significant social, recreational, health and economic benefits to our community. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

### Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues. □
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

### 1. Position Objectives

**1.1** To work as part of a team ensuring that development and maintenance program schedules of nominated parks, gardens, playgrounds and turf areas are met and duties are performed to the required standard.

### 2. Working Relationships

Reports to	Horticulture Coordinator
Supervisors	Supervisor Parks and Gardens

### **3. Key Responsibilities**

**3.1** Apply horticultural knowledge in the care, maintenance and development of garden beds and turf areas in parks, streets and Council operated facilities.

**3.2** Undertake garden and playground maintenance and mowing duties and provide input into garden design and landscape plans, in accordance with required standards and program schedules.

**3.3** Competently operate irrigation systems, vehicles and mechanical plant, including commercial mowers and motorised horticulture equipment.

**3.4** Perform routine minor repairs, daily pre-start checks and operator maintenance in accordance with the manufacturer's specifications, report maintenance and service requirements to team leader or workshop as appropriate.

**3.5** Work cooperatively with other staff in meeting parks & gardens work requirements and provide assistance to new employees and other team members, including general supervision, routine on-the-job training and OHS awareness.

**3.6** Demonstrate initiative in undertaking duties to ensure efficiency of resources and time and maintain accurate work diary, OHS, playground and time sheet records.

**3.7** Report to the Team Leader and where practicable make safe potential hazards that could be a risk to council employees or public safety.

### **4. Core Physical Requirements**

**4.1** Capacity to undertake manual labour such as shovelling, digging, pruning, lifting, mowing and other associated gardening tasks.

**4.2** Capacity to sit/drive, operate plant & equipment for long periods of time.

**4.3** Capacity to, on occasion, lift items unspecified in weight within individual limits.

**4.4** Capacity and willingness to work in an outdoor environment in varying conditions.

### **5. Accountability and Extent of Authority**

**5.1** Accountable for the application of relevant horticultural knowledge in the care and maintenance and development of garden beds and turf areas.

**5.2** Authorised and accountable to carry out garden and playground maintenance and mowing duties within designated work areas to ensure that required standards in Parks & Gardens maintenance programs are met.

**5.3** Accountable for the safe & competent operation of commercial mowers and motorised horticulture equipment, daily routine maintenance and the reporting of faults & service requirements.

**5.4** Accountable for adhering to Council's OH&S Policy, observing safe work practices, reporting unsafe conditions or practices to team leader.

**5.5** Accountable on occasion for the supervision and direction of staff at a lower classification.

## **6. Judgement and Decision Making**

**6.1** Tasks require specialist knowledge of the function being performed and are undertaken using established procedures.

**6.2** Personal judgement may be required in applying work standard practices and methods.

**6.3** Problem solving will require some originality in approach with solutions to issues coming from previously encountered practices and procedures.

**6.4** Guidance and advice are always available from senior staff.

## **7. Knowledge and Skills**

### **7.1 Specialist Skills and Knowledge**

**7.1.1** Strong knowledge of a broad range of horticultural practices and associated tasks.

**7.1.2** Ability to provide trade guidance and assistance in horticultural methods and techniques to the work team.

**7.1.3** Ability to operate commercial mowers, and motorised horticulture equipment.

**7.1.4** Ability to operate and undertake minor repairs of irrigation systems.

**7.1.5** Ability to recognise potential hazards that could be a risk to council employees or the general public.

## **7.2 Management Skills**

**7.2.1** Ability to work alone with limited supervision and as required work cooperatively as part of a team.

**7.2.2** Ability to reach objectives within a time frame.

**7.2.3** Ability to supervise team members and other staff or casuals assisting the team and provide on-the-job training and guidance, as required.

## **7.3 Interpersonal Skills**

**7.3.1** Ability to communicate effectively and understand and follow written and verbal instructions.

**7.3.2** Ability to work cooperatively with other team members.

**7.3.3** Ability to resolve minor problems on the job.

## **8. Qualifications and Experience**

**8.1** Certificate III in a Horticultural discipline and experience in amenity horticulture (parks & streetscapes).

**8.2** Demonstrated experience in the maintenance and development of garden beds, playgrounds and turf areas.

**8.3** Demonstrated experience in the operation of commercial mowers and motorised horticultural equipment.

**8.4** Demonstrated experience operating and undertaking minor repairs of irrigation systems.

**8.5** Current Drivers Licence endorsed Light Truck preferred.

## **9. Key Selection Criteria**

**9.1** Certificate III in a Horticultural discipline and experience in amenity horticulture (parks & streetscapes).

**9.2** Demonstrated experience in the maintenance and development of garden beds, playgrounds, turf areas and irrigation systems.

**9.3** Demonstrated ability to work alone with limited supervision and as required work cooperatively as part of a team.

**9.4** Demonstrated ability to communicate effectively both verbal and written.

**9.5** Current Drivers Licence.

**Authorised by: Director –**

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**Date:**

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**Employee's Signature:**

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**Date:**

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