



## POSITION DESCRIPTION

<b>Position Title</b>	Trainee – Horticulture
<b>Position Code</b>	1507
<b>Business Unit</b>	Field Services
<b>Work Group</b>	Horticulture
<b>Position Classification</b>	National Training Wage Level A
<b>Effective Date</b>	January 2021

### 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 assist the Parks & Streetscapes team undertake gardening and landscape management duties.

### 2. Working Relationships

Reports to	Supervisor - Parks and Gardens
Supervisors	

### **3. Key Responsibilities**

**3.1** Undertake on the job and classroom-based learning and apply learned knowledge while assisting with the horticulture team in parks, gardens, and urban landscapes.

**3.2** Work cooperatively with other staff in meeting the work requirements.

**3.3** Undertake and complete training requirements of traineeship within the allocated time frames.

**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 the supervisor.

**3.5** Respond to customer requests in a timely and efficient manner and ensure work details are recorded. Maintain accurate work diary records, complete time sheets and plant records.

**3.6** Read, understand and apply relevant standard operating procedures and safe work method statements as part of undertaking all work tasks.

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

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

**4.2** Capacity to drive plant and equipment for extended periods.

**4.3** Capacity to work in an outdoor environment for extended periods of time.

**4.4** Capacity to undertake manual labour such as shovelling, digging, pruning, lifting, weeding, planting, operating powered maintenance tools and other associated gardening tasks.

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

**5.1** Accountable for the application of learned knowledge while assisting in outdoor works.

**5.2** Accountable for meeting learning objective of the traineeship.

**5.3** Accountable for fulfilling obligations under the OH & S Act and relevant regulations and Council's policies.

**5.4** Accountable for the maintenance of accurate records, including diary and time sheets.

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

**6.1** Tasks are to be undertaken under direction using established procedures with guidance and advice within the work team.

## **7. Knowledge and Skills**

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

**7.1.1** Ability to identify or know how to identify native and introduced urban landscape plant species.

**7.1.2** Basic knowledge of horticulture and environmental practices that can be applied in maintenance of parks, gardens and urban landscapes.

**7.1.3** Genuine interest in gardening and urban landscape presentation.

### **7.2 Management Skills**

**7.2.1** Ability to achieve objectives within a given timeframe.

**7.2.2** Demonstrated ability to show initiative and be self-motivated.

### **7.3 Interpersonal Skills**

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

**7.3.2** Ability to communicate effectively both verbally and in writing.

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

## **8. Qualifications and Experience**

**7.1** Basic horticultural and environmental knowledge and experience that can be applied in maintenance of parks, gardens and urban landscapes.

**7.2** Minimum completion of Year 11.

**7.3** Current driver's licence.

7.4 Genuine interest in completing a formal horticulture qualification.

## 9. Key Selection Criteria

8.1 Minimum completion of Year 11.

8.2 Basic knowledge of horticulture and environmental practices that can be applied in maintenance of parks, gardens and urban landscapes.

8.3 Ability to actively participate as a team member.

8.4 Ability to communicate effectively both verbally and in writing.

8.5 Current driver's licence.

8.6 Genuine interest in completing a formal horticulture qualification.

**Authorised by: Director –**

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**Date:**

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**Employee's Signature:**

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**Date:**

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