



POSITION DESCRIPTION

Position Title	Vegetation Management Assistant
Position Code	1347
Directorate	Community & Infrastructure
Work Group	Field Services
Position Classification	Band 3
Effective Date	July 2022

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. 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 As part of the vegetation management team undertake grass slashing, mowing and weed management activities, ensuring that program schedules are met and duties are performed to the required standard.

1.2 Provide support to other Field Services teams as required, ensuring that program schedules are met and duties are performed to the required standard.

2. Working Relationships

Reports to	Supervisor - Vegetation
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Supervises	N/A
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3. Key Responsibilities

- 3.1** Undertake grass slashing and mowing practices in a professional manner and in accordance with Council standards.
- 3.2** Undertake weed control and ensure MSDS's, spraying and chemical records are maintained in accordance with relevant Chemical User Permits.
- 3.3** Competently drive, operate and maintain Councils spray unit in accordance with manufacturer's specifications, and relevant Acts and Codes of Practice.
- 3.4** Competently operate vehicles and mechanical plant including commercial mowers, tractors and slashing equipment, as specified by the manufacturer.
- 3.5** Perform routine minor repairs, daily pre-start checks and operator maintenance as specified by the manufacturer, report maintenance and service requirements to team leader or workshop as appropriate.
- 3.6** Work cooperatively with other staff to meet the work requirements of the vegetation management team.
- 3.7** Provide on the job instruction to employees new to the area of responsibility and attend training seminars and sessions as necessary to fulfil employment responsibilities.
- 3.8** Maintain accurate records including work & spray diaries, ensure that time sheets and plant log sheets are accurate and submitted on time.
- 3.9** Document safe work procedures including Safe Work Method Statements, traffic management plans and complete worksite hazard assessments.
- 3.10** Demonstrate initiative in undertaking duties to ensure efficient use of resources and time.

4. Core Physical Requirements

- 4.1** Capacity to undertake slashing, mowing and spraying works and to sit/drive, operate plant & equipment for long periods of time.
- 4.2** Capacity to undertake manual labour such as shovelling, digging, pruning, lifting,

weeding, planting and other associated vegetation management tasks.

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

4.4 Dexterity of the hands and fingers and ability to grasp firmly with one and both hands.

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

5. Accountability and Extent of Authority

5.1 Accountable for undertaking grass slashing and mowing and competently operating and maintaining commercial mowers, tractors and slashing equipment.

5.2 Accountable for applying sound weed control practices and ensuring MSDS's, spraying and chemical records are maintained in accordance with relevant chemical user permits.

5.3 Accountable for competently driving, operating and maintaining Councils, commercial mowers, tractors, slashers, mowing attachments and spray unit in accordance with manufacturer's specifications, and relevant Acts and Codes of Practice.

5.4 Accountable for fulfilling obligations under the Farm Chemical Users Accreditation, the Occupational Health and Safety Act, relevant regulations and Council's OH&S policy.

5.5 Accountable for the supervision and direction of staff at a lower classification, occasionally.

5.6 Authorised to take appropriate action to ensure own and public safety.

6. Judgement and Decision Making

6.1 The mowing and spraying programs are established; personal judgement will be required in the operation of equipment and rescheduling of the program due to site and or climatic conditions.

6.2 Problem solving will require some originality in approach with solutions usually attributable to applications of previously encountered procedures and practices.

6.3 Guidance and advice is usually available within the time available to make a choice.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

- 7.1.1** Broad horticultural or agricultural knowledge that can be applied in grass slashing, mowing and weed control.
- 7.1.2** Mechanical & technical skills enabling the safe and competent operation of commercial mowers, tractors and slashing equipment.
- 7.1.3** Formal training in the use of agricultural chemicals and operation of spray equipment.
- 7.1.4** Developed knowledge of weed control practices and demonstrated ability to identify a wide range of weed species.
- 7.1.5** Ability to repair minor faults on equipment on the job and recognise major faults.
- 7.1.6** Problem solving skills and the ability to reorganise scheduled tasks as required.

7.2 Management Skills

- 7.2.1** Ability to work in a team environment or alone with limited supervision.
- 7.2.2** Ability to reach objectives within time frames.
- 7.2.3** Ability to effectively and efficiently utilise resources.

7.3 Interpersonal Skills

- 7.3.1** Ability to communicate effectively, both verbal and written.
- 7.3.2** Ability to work cooperatively with staff and contractors.

8. Qualifications and Experience

- 8.1** Certificate 2 in horticulture or agriculture and demonstrated horticultural or agricultural knowledge that can be applied to grass slashing, mowing and weed control.
- 8.2** Demonstrated experience in weed management practices including identification of weeds and control measures.

8.3 Current Farm Chemical Users Accreditation.

8.4 Current Construction Induction Card preferred.

8.5 Current Drivers Licence Medium Rigid preferred.

9. Key Selection Criteria

9.1 Certificate 2 in horticulture or agriculture and horticultural or agricultural experience that can be applied to grass slashing, mowing and weed control.

9.2 Experience in weed management practices (including identification of weeds and control measures).

9.3 Current Farm Chemical Users Accreditation.

9.4 Demonstrated mechanical & technical skills enabling the safe and competent operation of commercial mowers, tractors and slashing equipment.

9.5 Demonstrated ability to work cooperatively in a team environment or alone with limited supervision.

9.6 Demonstrated ability to communicate effectively both verbal and written.

Authorised by: Director – Community & Infrastructure

Date:

Employee's Signature:

Date:
