

# POSITION DESCRIPTION

<b>Position Title:</b>	Apprentice Horticulturist (PN 6102, 6103, 6104)		
<b>Position Type:</b>	Full-time Temporary		
<b>Department:</b>	Infrastructure Delivery		
<b>Date Approved:</b>	October 2025		
<b>Hours per week:</b>	38	<b>Award Classification:</b>	Band 1, Level 1
<b>FTE</b>	1	<b>Salary Classification</b>	Grade T1 – T10

## Position Purpose

Work within the Civic Services Team to complete approved works allocated to the team safely, to acceptable quality standards and within agreed time frames and budget in the maintenance of Parks, Sporting Fields, Reserves, Road Reserves, Cemeteries, landscaping and other assets within Kempsey Shire. Operation of vehicles and plant as required.

The position is responsible for:

- Completion of a Horticulture apprenticeship training program leading to the achievement of a Certificate III in Horticulture, Parks and Gardens or equivalent.

## Key Accountabilities

- Undertake and complete a Certificate III in Horticulture, Parks and Gardens or equivalent through TAFE. The successful applicant will be required to abide by all TAFE policies and regulations applicable to the course of study and to meet the standards required to achieve the awarding of the certificate.
- Perform general horticultural duties including mowing, whipper snipping, and edging of turfed areas, tree planting, pruning and maintenance, line marking of playing fields, construction of minor landscaping works, litter collection, general maintenance of garden beds and mulching.
- Maintenance of general playgrounds.
- Performing minor repairs to park equipment, street furniture and playgrounds and painting.
- Provide high levels and timely customer service.
- Being competent to correctly complete standard forms and reports (such as timesheets, leave forms, plant sheet entries, WHS forms).
- Actively participating in team and toolbox meetings.
- Contributing to more efficient work practices, other workplace development issues, the promotion of teamwork and assisting in building team spirit within work crews to optimize work output.
- Perform any other duties within your skill, ability and competency level as reasonably directed by Council from time to time.

## Core Competencies (Knowledge Skills and Experience)

### Qualifications

- Minimum completion of Year 10 education (Year 12 preferred).
- Current Driver's Licence, or willingness to obtain and maintain.
- Commitment to completing a Certificate III in Horticulture, Parks and Gardens or equivalent
- Possession of a General Construction Induction Card (White Card), or willingness to obtain.
- Willingness to participate in all training and development identified through Council's Training Needs Analysis and as required for the role.

**Note:** All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

### Skills and Experience

- Demonstrated genuine interest in the horticultural industry.
- Ability to complete theory and practical work units associated with the Certificate being studied.
- Good verbal and written communication skills.
- Positive attitude with the ability to be an active and effective team member.
- A commitment to maintaining a safe working environment.

## Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

Value	Expected behaviour
Passion	<ul style="list-style-type: none"><li>• We approach our work with enthusiasm and drive to make a difference</li><li>• We inspire others with our thirst for excellence</li><li>• We take pride in the customer service we deliver</li></ul>
Integrity	<ul style="list-style-type: none"><li>• We act ethically and honestly and work to build the trust and confidence of the community and staff</li><li>• We act with pride and respect while being loyal and accountable</li></ul>
Innovation	<ul style="list-style-type: none"><li>• We challenge the status quo and are prepared to take risks, to achieve creative and efficient solutions</li><li>• We promote and deliver change in the way we work</li></ul>
Communication	<ul style="list-style-type: none"><li>• We ensure open communication for all</li><li>• We openly and proactively listen and provide information</li></ul>
Respect	<ul style="list-style-type: none"><li>• We consider workmates, community, the workplace and environment</li><li>• We treat people as we would like to be treated</li></ul>
Collaboration	<ul style="list-style-type: none"><li>• We seek what is best for the team, not what is best for the individual</li><li>• We work together to achieve a shared vision</li><li>• We are connected with and care for each other</li><li>• We encourage and pay attention to those around us</li></ul>

## Supervision Received

This role reports to the Team Leader Kempsey or Team Leader Villages (rotation).

## Supervision Exercised

Nil.

## Position Description Endorsement

### Learning and Development

Position Description reviewed and approved by:

People and Culture Representative:	<i>KH</i>
Position Title:	Learning and Development Officer
Date:	1 October 2025

### People and Culture

Position Description reviewed and approved by:

People and Culture Representative:	<i>RM</i>
Position Title:	People and Culture Advisor
Date:	30 September 2025

## Role Authorisation

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## Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

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