

POSITION DESCRIPTION

Position Title:	Apprentice Horticulturist (PN 6074, 6103)		
Position Type:	Full-time Temporary		
Department:	Infrastructure Delivery		
Date Approved:	October 2025		
Hours per week:	38	Award Classification:	Band 1, Level 1
FTE	1	Salary Classification	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.
- Commitment to completing a Certificate III in Horticulture (or equivalent).
- 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

- Ability to complete theory and practical work units associated with the course of study.
- Demonstrated genuine interest in the horticulture industry.
- Good verbal and written communication skills.
- Ability to communicate effectively and build positive relationships with colleagues, community members, and other stakeholders. Strong interpersonal skills with the ability to work with people from a variety of backgrounds and seniority.
- Ability to contribute to a positive and supportive team culture.
- Demonstrated strong desire to acquire new skills and knowledge. Proactive in seeking out opportunities for growth and development within the role.
- High level of attention to detail – ensuring accuracy and thoroughness in all tasks. Demonstrated commitment to delivering high-quality work.
- Takes initiative in approach to work tasks – is proactive and seeks out opportunities to contribute to team success.
- Strong commitment to maintaining a safe working environment.
- Demonstrated understanding of the importance of public service and possess a genuine commitment to making a positive impact on the local community.

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.

CARING Values

COLLABORATION

ACCOUNTABILITY

RESPECT

INTEGRITY

NURTURING

GROWTH

CARING FOR OUR COMMUNITY

CARING FOR OUR TEAM MATES

CARING FOR OUR ENVIRONMENT

CARING FOR OUR FUTURE IN THE SHIRE

KEMPSEY SHIRE COUNCIL – WE CARE

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:	September 2026

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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