



## Position Description – Gardener

<b>Division</b>	City Operations
<b>Portfolio</b>	City Maintenance
<b>Business Unit</b>	Parks and Biodiversity
<b>Level</b>	ME5
<b>Reports To</b>	Workgroup Leader - Parks
<b>Prescribed Position</b>	No

### Position Objective

Our Gardeners are responsible to perform horticulture maintenance activities, including but not limited to maintaining and enhancing parks, gardens and streets throughout the City of Charles Sturt in accordance with Council's Maintenance Guidelines.

### Key Responsibilities

#### Safety

- Follow defined Work Health and Safety legislation, policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Actively identify, report and, where possible, fix workplace hazards.
- Responsibility for and actively involved in identifying and managing risk in day to day activities and projects.

#### Operational

- Carry out horticultural maintenance duties including weeding, mowing, mulching, small tree pruning and planting, weed and pest control and general horticultural maintenance.
- Safely and appropriately operate plant and equipment associated with horticultural maintenance.
- Perform duties consistent with work orders to meet customer service levels and work standards and procedures.
- Interact and liaise with members of the community and service providers in a friendly and polite manner.
- Ensure plant and equipment requirements of the team are in safe working and operating order, including:
  - Ensuring all plant has SOP in conjunction with WH&S procedures;

- Liaise with Team Leader Fleet Services/workshop on plant related matters;
  - Notify Workgroup Leader of all plant issues for follow up;
  - Review plant usage in conjunction with Workgroup Leader/Coordinator; and
  - Ensure all plant checklists are submitted with the accurate information.
- Responsible for accurate manual and digital-based records, including but not limited to;
    - Ensuring timesheets are filled out correctly and passed onto your Workgroup Leader;
    - Ensuring work orders are completed including all required information;
    - Ensuring delivery dockets and contractor paperwork is recorded and passed onto your Workgroup Leader;
    - Ensuring Traffic Management Plans where required are recorded and carried out; and
    - Ensuring works orders are received, processed and closed including notes as required.

### **General**

- Perform other duties as reasonably requested by the Workgroup Leader or Coordinator.
- Positively contribute to our culture by living our values which guide decision making and delivery of outcomes for our community.
- Follow defined information management practices, policies and procedures of Council records.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

### **Selection Criteria**

#### **Skills**

- Effective communication skills when interacting with customers, suppliers and work colleagues.
- Ability to work without direct supervision.
- Demonstrate positive and constructive team skills including but not limited to time management, performance management, conflict resolution and communication.
- Show flexibility and willingness to work across teams as required by the Workgroup Leader or Coordinator.
- Ability to recognise common plants, pests, and diseases, and implement appropriate corrective action.
- Literacy and numeracy skills to match record keeping responsibilities.
- Ability to operate various plant and equipment, general labouring and truck driving.
- Basic computing skills including knowledge of the Microsoft Office and Internet Explorer environments are required.
- Demonstrated understanding and enthusiasm for the direction of the City and the Organisation.
- Demonstrated behaviors consistent with the organisational values.

## Knowledge

- Understanding of the Work Health and Safety Act and its obligations on employees.
- An understanding of the Return to Work Act 2014 (SA) and employees' responsibility in particular.
- Sound knowledge of the operation of any equipment and procedures relative to work carried out.
- Working knowledge of horticultural techniques and principles.
- Basic knowledge of plan reading and levels.
- Basic knowledge of works programming.
- Basic knowledge of the Crime Prevention through Environmental Design (CPTED) principles.
- Knowledge of plant and equipment associated with Horticultural maintenance works.
- A working knowledge of Council software systems as required.
- Understanding and appreciation of the Charles Sturt community.
- Knowledge of responsibilities in creating and maintaining Child Safe environments.

## Experience

- Experience in the safe operation of plant and equipment associated with Horticultural operations.
- Proven experience as a Horticulturalist.
- General Horticultural maintenance experience.
- Proven experience in plant and equipment associated with Horticultural maintenance operations.
- Proven experience in effectively working with others.

## Qualifications

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|---|-----------|
| • Certificate III in Horticulture               | Essential |
| • Current drivers' licence and MR truck licence | Essential |
| • White Card Accredited                         | Essential |
| • Work Zone Traffic Management Certificate      | Desirable |