

POSITION INFORMATION

Directorate	Development and Economic Growth
Reports To	Parks and Open Space Coordinator (Narrabri)
Grade	Refer to Operational Band 1/Level 1 (Juniors and Trainees) of Local Government (State) Award
Location	Narrabri Shire
Award	Local Government (State) Award

POSITION OBJECTIVE

The objective of this position is to undertake training in park and reserve maintenance and landscape construction activities primarily associated with parks, gardens and cemeteries within the Community Facilities Section. It is intended that the traineeship will result in achievement of a Certificate II in Horticulture. The position requires a person who has a keen interest in horticulture and who demonstrates personal drive, initiative and a willingness to learn.

Under the traineeship agreement, there is no commitment on behalf of Narrabri Shire Council for continuing employment when the agreed training period ceases.

KEY RESPONSIBILITIES

As a trainee the role will be supervised and supported in the performance of key responsibilities.

Horticultural activities

- Undertake maintenance of garden beds, open space and sports fields, slashing, mowing, trimming, tree pruning, weed spraying, lawn/turf care, irrigation system maintenance and operation, litter/refuse collection, fertilising, line marking.
- Ensure that plant diseases, harmful pests, fungal infestations and any other threats, which may be harmful to plants and lawns, are quickly identified and controlled.
- Undertake landscape design and construction activities for outdoor public gardens and outdoor areas.

Asset maintenance

- Identification and elimination of hazards at playgrounds, painting, sign erection, park and street furniture maintenance/installation, graffiti removal, public toilet and miscellaneous street cleaning, fencing, amenities cleaning, sporting field equipment installation.

Machinery operation

- Ensure all plant and equipment is properly operated and maintained including mowers, trimmers, pruning equipment, pumps, utility vehicle, light/medium pieces of plant.

Flexible hours

- Participation in weekend or after hours emergency or general maintenance work as required.

GENERAL

- Comply with Council's Corporate Values, policies and procedures.

- In accordance with the Workplace Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.

NOTE:

- Employees may be required to participate in the on-call roster/weekend work, reasonable overtime and disaster and emergency situations when required.
- Immunity to Hepatitis B will need to be attained and maintained.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

REPORTING RELATIONSHIPS

Direct Reports: Nil

Indirect Reports: Nil

COMPLIANCE TRAINING AND LICENCE REQUIREMENTS

- Work Health and Safety General Construction Induction (White Card).
- NSW Provisional Class C Driver Licence (Manual) or higher.

AUTHORITY & DELEGATIONS

Authority and delegations applicable to this position are laid out in Council policies and delegations register which are updated from time to time. Refer to these controlled documents for specific information.

SELECTION CRITERIA

Essential

- Demonstrated interest or aptitude for horticulture through gardening, crop farming, landscaping or similar.
- Demonstrated ability to communicate via written and spoken English, with neat and legible handwriting.
- Demonstrated ability to undertake mathematical calculations, including measuring length, width, height, volume and ratios.
- Demonstrated ability to actively listen to instructions, follow directions, ask questions to clarify work tasks and work effectively in a team to achieve outcomes.
- Understanding of safe work practices.

Desirable

- Previous experience in parks or garden maintenance.
- Knowledge of turf, garden, tree, shrub and/or sports ground maintenance.

DOCUMENT REVIEW DATE: SEPTEMBER 2017

VERSION: 2017.1

I hereby agree that this role statement accurately reflects work requirements.

AUTHORISATION

Executive Manager

Human Resources: _____

Date: _____

Position Description
TRAINEE GARDENER

Line Manager: _____ Date: _____

Director: _____ Date: _____

Employee: _____ Date: _____