

Position Description

POSITION	Gardener
SECTION	Civil & Park Maintenance
DEPARTMENT	City Assets
BUDGET SUBJECT	637, 639, 677, 682
POSITION NO.	BCC313, 361, 367, 372, 1449, 1594, 1595, 1658, 1659, 1660, 1666, 1667, 1697
POSITION TYPE	Full-time
REPORTS TO	Team Leader, Supervisor, Coordinator
DIRECT REPORTS	No
POSITION GRADE	Band 2 Level 1 <u>Salary System</u> Grade 6
DATE	August 2017

POSITION PURPOSE:

- The undertaking of maintenance to landscaped areas to ensure a highest level of landscape beatification and finish that is safe an attractive to Council's parks, gardens and streetscape.
- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2017 and the Work Health and Safety (WHS) Management System to ensure a safe place of work.

QUALIFICATIONS & EXPERIENCE:

Essential:

- Certificate III Horticulture or equivalent, or satisfactory completion of an indentured Apprenticeship as a Gardener.
- Extensive experience in maintenance of gardens and landscaped areas including annuals, exotic, native, high profile gardens, etc.
- Chemical Application Accreditation
- Current 'C' Class Driver's Licence

Desirable:

- Current MR Driver's Licence
- Traffic Controller Implementation Accreditation.
- First Aid Certificate

AUTHORITY:

- The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities, which are consistent with the responsibilities of the position. The incumbent's authority is subject to any limitation imposed by the Management Team, Corporate Policies, Procedures and Work Instructions.

KEY ACCOUNTABILITIES:

- To work efficiently and effectively in a team environment
- Preparation and maintenance of gardens & landscaped areas including annuals, exotic, native, high profile gardens, etc to required standards.
- Supervisor and mentor Apprentices and other staff in the area of horticulture and other work related fields and provide on-the-job.
- Efficient, effective and safe utilisation of all plant and equipment.
- Allocated tasks are completed in a professional and efficient manner.
- Effective communication with staff and the public.
- To assist the Team Leader in:
 - Ensuring daily reporting of all hazards, for all Council Assets and where possible, take action to rectify and or make hazards safe.
 - The presentation of clean, tidy and well maintained Open Space areas under the Team Leader's control.
 - The completion and provision of accurate documentation and reporting forms including timesheets, hazard report forms, OHS documentation and forms, etc.
 - The promotion of a quality work ethic to all staff within the Open Space Section.
- Landscaped areas and associated plantings are maintained at level that ensures high aesthetic quality and to set standards.
- Quality tree and shrub planting is completed according to programmes and as directed, using recognised Horticultural practices.
- Maintenance of gardens during the establishment periods leading to optimum long-term results.

WHS:

- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2017 and the WHS Management System.
- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area.
- Adequately familiarise themselves with their WHS responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- WHS001- Matrix is attached.

Corporate:

- To commit to and embrace the objectives of Blacktown City 2030 – City of Excellence, and to be accountable for participating as appropriate in the allocated program of works designed to deliver on the identified objectives as directed.

Equal Employment Opportunity (EEO):

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental Sustainability:

- Act in accordance with the Protection of the Environment Operations Act 1997 (NSW), the Local Government Act 1993 (NSW) and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

DUTIES:

- Undertake all tasks assigned to the position.
- Assist the Team Leader and Supervisor with the co-ordination of on-site activities and recourses.
- Maintain Open Space areas, including parks, reserves, nature strips, public facilities and amenities etc. to agreed standards, schedules and within agreed time frames.
- Undertake maintenance and renovation works to turf areas, landscaped areas, etc as required
- Operate a variety of plant and equipment for the maintenance of open space areas including push mowers, whipper snipers, edgers, ride on lawn mowers, outfront mowers, etc
- Ensure all plant, including small plant, and equipment is operated safely, effectively, efficiently and within manufacturer's guidelines, Council policies, practices and work instructions.
- Ensure daily maintenance of plant & equipment under the position holder's control.
- Make safe and/or rectify any hazards within Open Space areas.
- Erection of temporary barricades including temporary fencing, parrawebbing, safety tape, etc as necessary
- Fill in hazard reporting forms, OHS documentation and forms and timesheets accurately when required
- Implement sound horticultural practices to improve the quality of Council's gardens and landscaped areas.
- Record daily works details and outcomes where required.

- Plant trees and shrubs to specification, both by hand and with machinery assistance.
- Apply mulch to gardens and trees as required.
- Identify, control and treat weeds, both manually and via chemicals control.
- Undertake minor landscaping works as required.
- Provide planted area care during establishment period.
- Assess and improve soil where directed.
- Operate tractors and associated implements.
- Undertake prestart checks on all plant and equipment
- Undertake works that is associated with the public presentation of Council's assets and facilities
- Other duties as allocated by the Team Leader, Supervisor and/or Coordinator, that is consistent with the objectives and accountabilities of the position.

SELECTION CRITERIA:

- Qualifications and experience as outlined in the position description or
- Relevant experience and appropriate qualifications in accordance with requirements outlined in the position description.
- Knowledge of applicable legislation/regulations.
- Demonstrated commitment to customer service.
- Ability to work within a team environment.
- RTA approved Traffic Controller Accreditation.
- Availability to work rostered overtime as required.
- Excellent Communication & Interpersonal skills.
- Class C Drivers License
- Demonstrated knowledge of WHS, EEO and Anti-Discrimination Principals.
- Availability to work flexible working hours.

PERFORMANCE CRITERIA:

- As per Council's Performance Management System.
- Successful operation of the position holder's team through the efficient and effective use of resources.
- Effective reporting of operational issues to Supervisor.
- Efficient operation of Plant & Equipment.
- Clear line of sight for traffic and clear and safe access for pedestrians is maintained on all worksites under the position holder's control.
- Programmed maintenance works are undertaken within set timeframes and guidelines.
- Allocated tasks are completed in a professional and efficient manner.
- Effective supervision and performance of staff under position holder's control.

- Efficient, effective and safe utilisation of all plant and equipment.

Employee Name (PRINT):

Employee Sighted and Agreed:

Date:

Supervisor Name (PRINT):

Authorised by Supervisor:

Date:
