



Our Values

Respect Honesty Commitment Courage

Position Title:	Amenity Gardener
Directorate:	Infrastructure Services
Reports to:	Operations Coordinator
Date effective:	October 2019
Agreement Level:	EBA Level 3/4
Position no:	PAR05

Values only become meaningful when they are translated into behaviours that people engage in and others can observe. They are the cornerstone of 'walking the talk'.

1. Purpose

1.1.1 Primary functions

To assist the Parks and Gardens, Construction, and Maintenance teams in the undertaking of various earthworks and miscellaneous activities in support of Capital and Operating Works programmes.

1.2 Community strategic goals



Key result area 1:
Valuing the natural environment

Key result area 2:
Welcoming and inclusive communities

Key result area 3:
Managing growth sustainably

Key result area 4:
Vibrant and diverse economy

Key result area 5:
Effective leadership and governance

1.3 Key functions and duties

Key functions	Specific duties	% Time
Customer Service & Administration	<ul style="list-style-type: none"> • Respond to customer queries relating to civil and parks operations in the field in a courteous and non-complex manner • Receive and transfer messages via Council's two-way radio system and telephone • Action work requests submitted by internal and external customers • Fill out daily timesheets by 7:00am next morning • Undertake plant pre-start/shutdown inspections and submit machine reports to workshop within specified timeframes. 	5%
Road Construction & Maintenance	<ul style="list-style-type: none"> • Attend after hours call outs as required • Undertake duties as requested by Coordinators and Leading Hands (e.g. pruning, mulching, spotting, roller operations, operation of minor plant, stick flicking and drainage cleaning) • Assist with survey set out and level transfer (pegging) • Undertake refuelling of on-site plant and equipment • Install and repair street, directional and information signage and guideposts • Undertake general cleaning of rural and urban drains and culverts • Assist in the annual construction and resealing programmes and undertake reinstatements to work sites • Assist in storm damage clean up and annual tree pruning program • Erect and remove traffic management signage and undertake traffic control • Remove and dispose of dead animals from Council's reserves • Undertake the preparation of cemetery allocated sites for internment • Labouring tasks ranging from fabrication, installation and preventative works to all Shire infrastructure as required • Relief operation of heavy plant and equipment, e.g. 12T trucks, bobcat, spray truck, loaders • Maintenance and safe operations of chainsaws • Install and maintain road furniture 	10%
OSH	<ul style="list-style-type: none"> • Contributes towards the success of OSH initiatives within the workplace • Conducts on-the job risk assessments – take 5 x 5 • Undertake plant pre-start/shutdown inspections • Identify and report hazards • Follow safe work practices • Develop and review SWMS and Safe Operating Procedures • Mentor, provide on-the job training and direction to trainees/labour hire • Implement signage and conduct traffic control • Communicate and direct contractors to ensure safe work practices 	5%
Parks & Reserves	<ul style="list-style-type: none"> • Turf maintenance of developed and undeveloped areas • Undertake garden maintenance of developed areas • Install, maintain and replace reticulation, including controllers • Propagate and establish native and exotic plants in Shire nursery • Undertake tree pruning/street tree maintenance • Attend after hours call outs as required • Undertake application of hazardous substances such as pesticides, herbicides and fertilisers • Operate major plant including truck up to 15 tonne, tele-handler, tractor/slasher, street sweeper • Operate and maintain minor plant and equipment including ride on lawn mowers, whipper snipers, chainsaws and other minor plant. • Specialised sports field maintenance and plant operations • Undertake development works identified within Councils Parks & Gardens Capital Works Program • Undertake housekeeping duties at Parks and Gardens designated Depot/shed area • Manual handling and labouring, including mulching, digging, spreading materials 	80%

	<ul style="list-style-type: none"> • Assist in storm damage clean up and annual tree pruning program • Erect and remove traffic management signage and undertake traffic control • Acting leading hand responsibilities as required • Undertake natural area restoration including rehabilitation and monitoring, tube stock planting, • Plant/tree, pest and disease identification and control using established horticultural techniques and methods • Undertake landscape project management by implementing and following set designs, reading technical data to execute/fulfil site plans • Undertake mechanical litter collection of key locations in the town sites, car parks and other areas as specified using Shires mini-street sweeper. • Undertake hand collection of litter at various sites • Undertake cleaning of bin surrounds as required • Removal of graffiti, stickers etc. on public infrastructure as required • Monitor condition of public infrastructure and advise Operations Coordinator of any defects. 	
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General

- Work in accordance with the Shire's defined Equal Opportunity and Anti-discrimination legislation, procedures & principles;
- Work in accordance with the Shire's defined Occupational Safety and Health legislation, procedures and principles;
- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time;
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions; and
- Ensure all duties as directed by the Chief Executive Officer are fully undertaken.

2. Extent of Authority

Under the limited direction of the Chief Executive Officer and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the Local Government Act 1995 and other relevant legislation.

Delegated authority in accordance with the following: sign purchase orders or other documents as per the "Authorisation to Sign Documents Register"

3. Relationships

3.1 Responsible to
Operations Coordinator
Leading Hands

3.2 Responsible for
Nil

3.3 Internal Stakeholders
Works Coordinator
Leading Hands
Management
Operations Staff
Works Staff
Mechanics

3.4 External Stakeholders

Service Authorities
General Public and Community Groups
Contractors

4. Position Selection Criteria

4.1 Position essentials

Current "C" & "LR" class drivers licence with extensive experience

Current construction white card

Demonstrated horticultural and nursery skills

Demonstrated plant operator skill level medium-high with significant experience including specialist and/or heavy vehicles (specifically tractors)

Demonstrated experience in the maintenance, operation and installation of reticulation systems

Demonstrated ability to successfully work both within a team and individually, manage quality of own work to a required standard, to promote a positive team environment and a very high standard of presentation

Developed oral communication and interpersonal skills to effectively liaise with customers and stakeholders

Recognised competency in chainsaw operations and maintenance (*Operate and Maintain Chainsaw certification*)

Basic Worksite Traffic Management & Traffic Controller certification

Demonstrated ability to interpret and implement detailed landscape designs and plans to a high degree of accuracy

Demonstrated commitment to Occupational Safety and Health

4.2 Position desirables

Current HR class drivers licence

Trade certificate or possess appropriate and relevant equivalent experience

Cert IV in Horticulture or relevant/equivalent experience

Demonstrated advanced installation, repair and maintenance skills of major reticulation systems (including controllers) and including low voltage electrical work. Pump and bore installation, repair and maintenance

Demonstrated specialist horticultural and nursery skills, including assistance in turf preparation and maintenance, tree pruning and landscaping

Supervisory certificate and/or relevant equivalent Leading Hand experience

Previous Local Government experience

5. Parties

Present Occupant Name:

Signature:

Date:

Reporting Officer Name:

Signature:

Date: