



Our Values

Respect Honesty Commitment Courage

Position Title:	Trainee Amenity Gardener
Directorate:	Infrastructure Services
Reports to:	Operations Coordinator
Date effective:	September 2018
Agreement Level:	Level 1
Position no:	PAR 05

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

Provides a training and community development experience to a High School Graduate for a period of one year as a pathway to further employment or vocational training. To provide support to the Parks and Gardens team by undertaking daily work activities to deliver all aspects in the maintenance, management and development of Shire reserves. To assist the Parks and Gardens team to provide safe, attractive open space and recreational facilities for residents and visitors to the Shire of Augusta Margaret River. To undertake maintenance tasks in the areas of horticulture, turf maintenance and reticulation systems as directed by the leading Hands.

1.2 Community strategic goals



Goal 1:
Valuing the
natural
environment

Goal 2:
Welcoming
and inclusive
communities

Goal 3:
Managing
growth
sustainably

Goal 4:
Vibrant and
diverse
economy

Goal 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"> As directed by your reporting officer, assist in responding 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 As directed by your reporting officer, assist in actioning work requests submitted by internal and external customers Fill out daily timesheets by 7:00am next morning Assist with plant pre-start/shutdown inspections and submit machine reports to workshop within specified timeframes. Participates in team meetings. Assists other work teams as required and as directed by reporting officer. Participate in and complete the training and study requirements prescribed to successfully complete the Cert II Horticulture qualification within the 12-month period. 	P - 10%
Road Construction and Maintenance	<ul style="list-style-type: none"> 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) Undertake refuelling of on-site plant and equipment Assist to 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 Assist in the removal and disposal of dead animals from Council's reserves Labouring tasks ranging from fabrication, installation and preventative works to all Shire infrastructure as required 	P – 5%
OSH	<ul style="list-style-type: none"> Contributes towards the success of OSH initiatives within the workplace Conducts on-the job risk assessments Identify and report hazards and faults to the Leading Hands and/ or Operations Coordinator. Follow safe work practices 	P – 15%

Parks and Reserves	<ul style="list-style-type: none"> • Assist in turf maintenance of developed and undeveloped areas • Undertake garden maintenance of developed areas • Assist in the installation, maintenance and replacement of reticulation, including controllers • Assist with application of pesticides, herbicides and fertilizers • Assist in the propagation and establishment of native and exotic plants in Shire nursery • Undertake housekeeping duties at Parks and Gardens designated Depot/shed area • Assist with tree pruning/street tree maintenance • Undertake operations as directed using tractor/slasher, ride on lawn mowers and other minor plant. • Undertake development works identified within Councils Parks & gardens Capital Works Program • Assist in all aspects of managing the Shires reserves and natural areas. • Assist in weed control, plant identification, rehabilitation, flora mapping and sediment control. 	P – 70%
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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: Nil

3. Relationships

- 3.1 Responsible to**
Operations Coordinator
- 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

Completion of Secondary School / Year 12 education or equivalent.
Reside within the Shire of Augusta Margaret River
Demonstrated ability to operate small machinery and hand tools
Demonstrated interest in horticulture, turf maintenance, tree pruning and landscaping
Demonstrated ability to successfully work within a team and promote a positive team environment
Good communication and interpersonal skills both written and verbal.
Basic oral and written literacy and numeracy skills to provide information and advice to other employees, and higher-level staff
Licence- "C" Class WA Drivers Licence or Learners Permit with progression towards attaining
Demonstrated physical ability and fitness to complete manual work tasks
An understanding of the importance of safety in the workplace
Have the ability to work under routine (general) supervision and to follow instructions
A willingness to undertake associated training, in particular Certificate III in Horticulture, or above

4.2 Position desirables

An understanding of safe operation and user maintenance of mechanical plant and vehicles (specifically tractors, ride on mowers)
Basic experience in small plant operation and/ or certificate in Chainsaw Operation or equivalent.
Current construction white card
Completion of Worksite Traffic Management and/ or Traffic Control qualifications.
First Aid certificate (Basic or Advanced)
Certificate II in Horticulture

5. Parties

Present Occupant Name:

Signature:

Date:

Reporting Officer Name:

Signature:

Date:

