

Position description

Bioretention Maintenance Worker

Summary information

Section	Open Space Maintenance	Directorate	City Assets
Position grade	Grade 6	Position type	Permanent, full-time
Skill descriptor	Band 2 Level 1	Direct reports	No
Reports to	Team Leader Bioretention Maintenance	Release limit	\$0
Approval limit	\$0	BCC numbers	BCC1708, BCC1709, BCC1868 and BCC1869
Created/reviewed	March 2022		

Our Values

TEAMWORK



CUSTOMER FOCUSED



INNOVATION



COMMITMENT TO SAFETY



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their teams success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1 Position purpose

- The undertaking maintenance of bio retention systems, landscaped areas, wetlands, lakes, riparian areas and associated Water Sensitive Urban Design (WSUD) assets to ensure a highest level of landscape beatification and finish that is safe and attractive to Council's parks, gardens and streetscape
- Act in accordance with the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2017 and the Work Health and Safety (WHS) System.

2 Qualifications and experience

Essential

- Relevant qualifications in Horticulture or equivalent, or satisfactory completion of an indentured Apprenticeship as a Gardener
- Extensive experience in maintenance of WSUD assets, gardens and landscaped areas
- Chemical Application AQF 3 or equivalent
- Current 'C' class driver's licence.

Desirable

- Current MR driver's licence
- Chainsaw operation certificate of competence
- Traffic Controller Implementation accreditation
- First Aid certificate.

3 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.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4 Key accountabilities

Position specific

- To work efficiently and effectively in a team environment
- Preparation and maintenance of WSUD assets, gardens, riparian & landscaped areas to required standards. Including extensive knowledge of the following plant types; annuals, exotic, native, etc.
- Maintain safe and enjoyable facilities for the public and a workplace for staff, contractors and the public
- Supervise and mentor apprentices and other staff in the area of horticulture and other work related fields
- 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, WHS 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
- Re-vegetation is completed according to programmes and as directed, using recognised horticultural practices
- Maintenance of gardens during establishment periods, leading to optimum long-term results.

- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our Volunteers policy and standards
 - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the Child Protection (Working With Children) Regulation 2013 and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your manager immediately.
- WHS001 - Matrix is attached.

Corporate

- To commit to and embrace the objectives of our community strategic plan, Our Blacktown 2041, by contributing to the delivery of our corporate objectives and strategic vision.

Equal employment opportunity (EEO)

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

Environmental sustainability

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

5 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, WSUD and drainage assets, 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, riparian areas, lakes, wetlands and associated WSUD assets as required.
- Water quality monitoring of creek lines, natural water ways, constructed lakes and rain gardens.

- Monitor vegetation and system performance.
- Implement sound horticultural practices to improve the quality of Council's gardens and landscaped areas.
- 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, WHS documentation and forms and timesheets accurately when required.
- 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.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6 Performance criteria

As per Council's performance management system.

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Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

Acknowledgement and agreement

Employee	Name		
	Signature		Date
Supervisor	Name		



Signature

Date