

POSITION DETAILS

Position Title:	Gardener	Position Grade	3
Department / Group:	Parks & Open Spaces / City Infrastructure	Position Status / Hours per Week:	Full Time / 38 hours

PRIMARY PURPOSE OF THE POSITION

The position of Gardener will be responsible for but not limited to the following list of duties:

- Maintenance of garden areas such as weeding, pruning, planting, mulching and pest control
- Maintenance duties of turfed areas including field preparation, turf maintenance, irrigation operation
- Maintenance of parks surrounds areas including mowing and edging.
- Other duties as required that are consistent with the skills, experience and training of the incumbent

SELECTION CRITERIA

Education/qualifications

- Certificate 3 level qualification in horticulture or equivalent relevant experience
- Construction induction Certificate

Essential skills/experience

- Broad range of general labouring skills
- Chemical application/handling Certification and experience in noxious weed control (Chemcert)
- Ability to work independently and part of a team
- Ability to undertake physically demanding work and heavy lifting
- Demonstrated experience in small plant operation and power tools operation
- Good verbal & written communication skills
- Current driver's licence (class C)

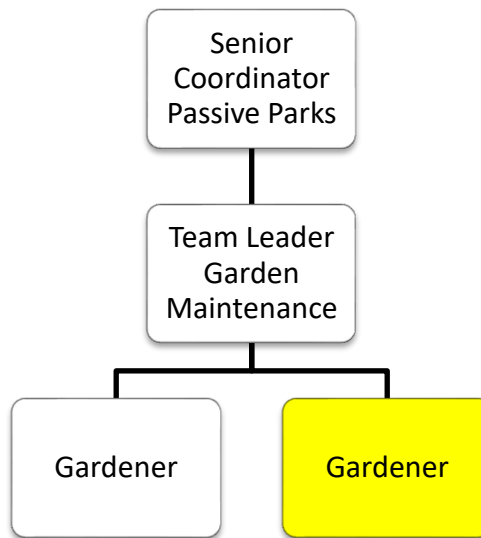
Person attributes

- High levels of reliability
- Able to use initiative to solve day to day work problems
- Able to work effectively without close supervision
- Committed to safe working practices
- Strong teamwork focus and adaptable regarding type of work to be undertaken

Desirable skills, experience and/or qualifications

- Diploma in horticulture or similar (eg turf management)
- MR drivers' licence or higher
- Plant operation certificates and experience
- Experience and skills in irrigation, turf maintenance and civil works

ORGANISATIONAL CHART



CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all OH&S policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions where appropriate. You are also responsible for the following:

Work Health and Safety

- follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm
- participate in development of safe work methods and risk assessments with your Supervisor when required;
- actively participate in WHS inductions and training when required;
- wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- participate in workplace inspections if required;
- take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- where required for the position, either by legislation or through City of Ryde policies and procedures, Maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Health & Safety

We take personal responsibility for our own health, wellbeing and safety. As well as the health, wellbeing and safety of our colleagues and customers.

Excellence

We do the best we can for our customers and embrace innovation in the way we work.

Accountability

We are honest, transparent and act in the best interest of Council and the community.

Respect

We listen, seek to understand, and celebrate the diversity of the people within our organisation and the community.

Teamwork

We work within both our own teams and other teams to successfully achieve council's goals.

Employee's Name	
Employee's Signature:	
Date:	