

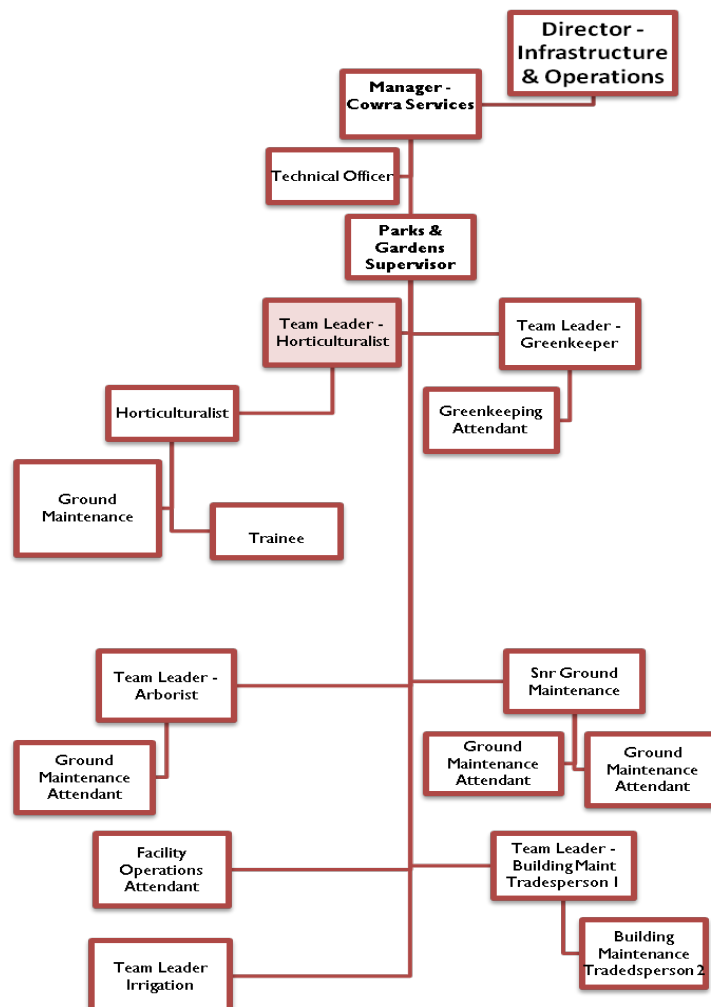
Team Leader – Horticulturalist Position Description

I. POSITION SUMMARY

Job Title:	Team Leader – Horticulturalist
Position No:	8215.000
Department:	Infrastructure and Operations
Reports to:	Supervisor – Parks & Gardens
Band and Level:	Administrative/Technical/Trades Band 2, Level 1
Grade:	37
Updated:	May 2018

2. OVERVIEW

The Team Leader – Horticulturalist is primarily responsible for assisting the Parks & Gardens section to operate in an effective and efficient manner by overseeing the day to day operations and activities of the Horticulture team to ensure the maintenance of public garden facilities and parklands meet adopted standards and are within financial limits.



3. RESPONSIBILITIES AND DUTIES

The duties and responsibilities listed here are considered essential to achieving the primary objectives of this role. These duties will be undertaken in such a manner that will enable the section to operate in an effective and efficient manner and within budgetary constraints.

- Oversee the day-to-day operations and activities of all horticultural activities.
- Provide technical horticultural guidance and advice.
- Oversee the horticultural maintenance of all public garden facilities and parklands within the Cowra Shire Council area including:
 - Spraying
 - Weeding
 - Watering
 - Mulching
 - Pruning
 - Fertilizing
 - Planting
 - Waste collection and disposal
 - Mowing
 - Edging (whipper snipping)
- Identify and apply appropriate pest, weed and disease control methods related to horticulture, including taking and sending samples to relevant authority and producing basic reports.
- Identify and apply appropriate plant conditioning programs.
- Develop and maintain effective work practices in accordance with the Horticultural Industry Code of Practice for NSW.
- Make decisions on the timing and programming of work schedules.
- Maintains a sound knowledge of current legislation, standards, policies and guidelines relevant to area of responsibility, and ensures that activities comply with relevant legislation, standards and policies.
- Perform routine maintenance and services of plant and equipment and report (in writing) any faults, breakdowns and maintenance/repair issues to your direct supervisor and the workshop staff.
- Communicate known problems/issues, including but not limited to: hazards, risks, incidents, accidents and near misses in a timely manner to direct supervisor.
- Perform allocated duties utilising initiative, making positive contributions to work quality, productivity, and to work to a timetable, in a cost effective manner.
- Other duties that may arise at the direction of the Parks & Gardens Supervisor that are consistent with the level of competencies of the position and in line with the principles of multi-skilling.

- Supervisory responsibilities include:
 - planning, assigning and directing work
 - comply with written delegations as provided
 - coaching and advising employees
 - identifying training needs
 - approving overtime and leave
 - authorising time sheets
 - initiate action or provide advice on appraising performance
 - addressing employee complaints
 - rewarding and disciplining employees
 - providing input into the recruitment and selection of staff.
 - providing leadership for staff which ensures the establishment and ongoing operation of effective teams providing a range of services.

4. KNOWLEDGE, SKILLS AND ABILITIES

- **Authority and accountability:**
Responsible for the completion of work requiring the application of trades, administrative or technical skills.
- **Judgement and problem solving:**
Skills in assessing situations and in determining processes, tools and solutions to problems. Guidance is available.
- **Specialist knowledge and skills:**
Positions will have demonstrated competence in a number of key skill areas related to major elements of the job.
- **Management skills:**
Positions may require skills in the supervision or co-ordination of small groups.
- **Interpersonal skills:**
Communication skills to explain situations or advise others.
- **Qualifications and experience:**
Appropriate work-related trade, technical or administrative qualifications or specialist skills training.

5. WORK, HEALTH & SAFETY RESPONSIBILITIES

All employees are responsible for Work Health and Safety (WHS) for Council and their duties include:

- Complying with Council's WHS policies and procedures.
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others.
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours.
- Participating in any applicable WHS consultation arrangements.

- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace.
- Correctly using all personal protective equipment.
- Complying with emergency and evacuation procedures and site rules if applicable.

6. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the required indoor duties of this job, the employee is regularly required to sit and use hands to input data and write. The employee is frequently required to talk or hear in person and on the telephone. The employee is occasionally required to stand, walk, and occasionally lift items up to 15kg. Specific vision abilities required by this job include close vision and the ability to adjust focus.

While performing the required outdoor duties of this job, the employee is regularly required to use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee frequently is required to stand, walk, run and smell. The employee is regularly required to sit. The employee may be occasionally required to lift and/or move up to 25kg. Specific vision abilities required by this job include close vision, distance vision, colour vision, peripheral vision, depth perception and ability to adjust focus. The employee may be required to climb into/onto mobile plant items.

7. CONDITIONS OF EMPLOYMENT

Hours

Council's outdoor staff work a 38 hour week on the basis of a nine day fortnight. Some variation in work hours may be required from time to time to ensure the efficient undertaking of the position.

Performance Appraisal

A performance appraisal will be undertaken on an annual basis utilising performance indicators and include formulation of a career path and training plan.

Policies and Procedures

The employee who occupies this position must comply with Council's Code of Conduct and all other policies and procedures that affect his or her employment.

All other conditions of employment are in accordance with the Local Government (State) Award.

8. ACKNOWLEDGEMENT

I, (Print Name) acknowledge that I have read and understand the duties, responsibilities and requirements of this position.

Sign:

Date:

This is not a static document. Management reserves the right to review and amend this Position Description in consultation with the position holder as the need arises.