

# Position Description

## Field Operator (Horticulture)

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** January 2019

### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 1 Level 3
Position limit within salary system: (20 Grade structure)	Grade 4 – Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	76

### Organisational relationships

Directorate:	Works and Civil
Section:	Open Spaces and Facilities
Team:	N/A
Work base:	Rushforth Road Works, Maclean or Yamba Depots (as appropriate to the position)
Position responsible to:	Supervisor (Open Spaces) with indirect reporting through the Senior Field Operator (as appropriate to the position) on day to day operational matters
Level of support and supervision:	Medium
Level of personal management	Medium
Level of teamwork required:	High
Supervision of staff:	Nil
Internal contacts:	All staff within Council but primarily within Environment and Open Spaces Section
External contacts:	General public, contractors

## Vision, mission and values

<b>Our vision:</b>	To make the Clarence Valley a community full of opportunity
<b>Our mission:</b>	To plan and deliver services valued by the community
<b>Our values:</b>	the acronym ' <b>STRIVE</b> ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



## Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

### Physical requirements of the position

Manual handling and lifting

Capable of working in difficult terrain (uneven and sloping ground)

Access and egress to plant and equipment

Frequent driving between job sites

Frequent bending

Working at heights

### Purpose of the position

Undertake horticultural works and activities to contribute to the maintenance and improvement of Council's open spaces, sportsgrounds, parks and reserves.

Undertake and assist in investigations on Council horticultural issues and matters of public complaint and request.

Provide timely, accurate and succinct information to Supervisor (Open Spaces) and Senior Field Operator (as appropriate to the position) on horticultural issues.

### Major duties and responsibilities

Undertake relevant works to ensure cost efficient delivery of service and a safe working environment for employees and the public, including (but not limited to) the following:

- Undertake inspections of Council's parks, reserves, roadside and Council buildings gardens, and landscaped areas and trees as requested.
- Undertake approved works on Council's parks, reserves, roadside and Council buildings gardens and landscaped areas as directed.
- Undertake maintenance, improvement and development activities in consultation with supervisors in relation to parks, reserves, roadside and Council buildings gardens and landscaped areas including landscaping, pruning, transplanting, felling, formative pruning in complex situations.
- Undertake landscaping design and construction of new gardens and landscaped areas within budgets in consultation with supervisors to achieve sustainable outcomes.

Undertake works in accordance with all quality, environmental and WHS requirements, completing all appropriate documentation including (but not limited to):

- Active involvement in injury prevention and management, and return to work programs
- Risk assessments
- Selection and use of appropriate safe work codes and traffic control plans
- Plant pre start check lists
- Site inductions
- Daily costing sheets
- Quality and environmental control documentation
- Timesheets and plant sheets

Convey information and facilitate development and training opportunities for staff in relation to horticultural activities.

### Major duties and responsibilities

Ensure works under the positions control are completed to required standard.

Liaise and coordinate with others to ensure efficient delivery of Council services.

Inspect parks, reserves and streetscapes in urban areas (including private works and matters of public complaint) and prepare advice, estimates and reports and recommend maintenance and removal options as required.

Be responsible for the maintenance of the first aid kit attached to the plant operated by the position.

### Essential selection criteria

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

#### Education and knowledge

Certificate III or above Horticulture; **or** equivalent relevant industry experience

#### Licences/tickets, clearances, membership

WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW

AQF3 Chemical Accreditation

Chainsaw Certificate Level 1 (trim and cross cut felled trees) (certification FPICOT2239A or equivalent)

#### Experience

Demonstrated experience in a similar role requiring sound knowledge and background in horticultural activities

#### Position related skills

Communication skills including the ability to liaise with the public

Demonstrated ability to make and maintain accurate records

#### Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

### Desirable selection criteria

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded*

#### Education and knowledge

Certificate IV in Horticulture

#### Licences/tickets, clearances, membership

Current Class MR Drivers Licence

Chainsaw Certificate Level 2 (Basic) (Certification FPIFGM2208A or FPIFGM3204A or equivalent)

RMS Traffic Control Certificate 'Traffic Controller'; or equivalent recognised in NSW

RMS Traffic Control Certificate 'Implement Traffic Control Plans'; or equivalent recognised in NSW

**Desirable selection criteria**

Statement of attainment (Backhoe), WorkCover ticket or ability to demonstrate competence

Statement of attainment (Front End Loader), WorkCover ticket or ability to demonstrate competence

**Other features of this position may include**

Will be required to regularly work from locations throughout the Council area other than the identified work base, as directed.

**Generic performance requirements**

**Ethics/probity** – act in accordance with the Code of Conduct.

**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

**Other duties (outside of specific position requirements)** - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

**Declaration**

In signing this declaration I acknowledge that I, .....  
have been advised of the requirements, terms and conditions of appointment to this position  
based on this Position Description.

Signed: ..... Date .....  
*Employee*