

## POSITION DESCRIPTION

<b>Position Title:</b>	Gardener	<b>Position Code:</b>	6-GD
<b>Division:</b>	Liveability	<b>Grade:</b>	D
<b>Location:</b>	Dubbo	<b>Hours/Week:</b>	38-9 day fortnight
<b>Reports to:</b>	Team Leader		
<b>No. Direct Reports:</b>	Nil	<b>No. Indirect Reports</b>	Nil

### Primary Purpose of Position

The Gardener assists the Team Leader by providing horticultural maintenance and installation services for the Dubbo Regional Council Local Government Area.

### Key Accountabilities / Duties

Key Result Area	Primary Activities
Horticultural Maintenance	<ul style="list-style-type: none"> <li>• Provide horticultural maintenance and installation services in accordance with Agreed Briefs and Maintenance Service Levels ensuring all operations are technically sound, up to date and cost effective.</li> <li>• Interpret customer/client requirements and meet those requirements within policy/procedure framework.</li> <li>• Respond to public enquiries, complaints and requests with regards to matters relating to the responsibilities of this position.</li> </ul>
Assist the Supervisor with co-ordination of worksite activities.	<ul style="list-style-type: none"> <li>• Provide assistance with Horticulture Team leadership, to provide efficient and effective services; and promote a positive Council image.</li> <li>• As required and approved, provide leadership and support to community groups involved in Recreation Open Space activities.</li> <li>• As required and approved, act as the interface between the Branch and other Branches of Council and community groups.</li> </ul>
To implement Council's risk and asset management policies	<ul style="list-style-type: none"> <li>• To accurately record all information relating to the preparation of payroll timesheets, the ordering and acquittal of services, goods and materials and the completion of risk and asset management related documentation.</li> <li>• To inspect Recreation Open Space assets for compliance with current maintenance Service Level Specifications.</li> </ul>

### Inherent Requirements of the Position

- Class C drivers licence with a willingness to obtain an MR licence
- Sound knowledge of WHS principles.
- Willingness to undertake further studies and training as required
- Pre-employment Health Assessment
- WHS Induction for Construction Work ticket
- Traffic Control accreditation
- Chemical handling/application certificate
- First aid certificate
- This position is required to work outside, in public and non-public areas as part of the role, thus a reasonable level of fitness and good manual handling technique are inherent requirements of the role
- This position is required to wear an approved DCC uniform at all times

### Selection Criteria

#### Essential

1. Certificate 3 in Horticulture or related field
2. Experience in maintaining high profile horticulture assets
3. Experience leading small teams
4. Class C drivers licence

#### Desirable

5. Induction for Construction Work ticket
6. Traffic Control accreditation
7. MR licence
8. Further studies in a horticultural field

### Organisation Wide Accountabilities

#### Corporate Values

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- Progressive
  - Be Curious, Courageous and Committed
- Sustainable
  - Balanced Approach To Growth and Opportunity
- One Team
  - Working Together
- Integrity
  - Accountable For Our Actions

Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> <li>• Complying with Council's WHS policies and procedures</li> <li>• Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others</li> <li>• Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture &amp; Safety within 48 hours</li> <li>• Participating in any WHS consultation arrangements</li> <li>• Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace</li> <li>• Correctly using all personal protective equipment</li> <li>• Complying with emergency and evacuation procedures and site rules if applicable</li> <li>• The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy</li> </ul>
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> <li>• Council's adopted Code of Conduct.</li> <li>• Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.</li> </ul>

#### Acceptance:

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: