

# Position Description

## CORPORATE INFORMATION

|                        |  |                            |       |
|------------------------|--|----------------------------|-------|
| <b>Position Title</b>  | Gardener                                 |                            |       |
| <b>Directorate</b>     | Infrastructure Services                  | <b>Branch/Section/Unit</b> | Parks |
| <b>Position Number</b> |  | <b>Level</b>               | 3     |
| <b>Award</b>           | Local Government Employees (State) Award |                            |       |
| <b>Line Manager</b>    | Leading Hand                             |                            |       |
| <b>Direct Reports</b>  | (N/A)                                    |                            |       |

## SCOPE OF POSITION

### Position Summary

This position supports Council's direction by undertaking a range of horticultural and plant operation tasks as part of a multi-disciplined team that is responsible for the maintenance of Council's parks, reserves, sporting facilities and urban streetscapes in accordance to Council's priorities and standards. The position will be required to undertake parks construction and development projects.

### Expected Deliverables/Key Performance Indicators (3 required)

- Operate and maintain light plant and equipment in a competent and efficient manner.
- Perform tasks in a safe, competent, efficient and timely manner.
- Identify new ways to improve work practices in accordance with council's continuous improvement commitment

### Mandatory Licence/Ticket Requirements

- Queensland 'C' Class driver's licence or above that is current and maintained (note this may need to be removed for employees under 18 who have yet to obtain a licence or changed to reflect their licence status – e.g. learners).
- Construction Industry White/Blue card.

### Essential Knowledge/Skills/Qualifications Criteria

- Demonstrated ability to undertake a broad range of tasks including horticultural maintenance, operation of plant, vehicles, equipment and tools in a competent and proficient manner.
- Knowledge of plant culture, identification and pest management

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- Demonstrated physical agility and dexterity to carry out horticultural tasks which require labouring and frequent heavy lifting and bending.
- Demonstrated ability to maintain harmony within a team and foster good working relationships with all council employees and members of the public.
- Demonstrated ability to work under general supervision

## **Desirable Knowledge/Skills/Qualifications Criteria**

- Certificate III Horticulture
- Knowledge of Amenity horticultural maintenance practices and activities

## **Physical Requirements of the Position**

- an ability to frequently exert a force up to 20kg whilst pushing, pulling, lifting or carrying an object or equipment
- an ability to occasionally lift or carry objects or equipment up to 25kg
- an ability to frequently stand for periods of two hours and occasionally walk on sloping, uneven or slippery surfaces whilst using equipment or carrying objects up to 20kg
- an ability to kneel or crawl in a bent position whilst exerting force up to 15kg
- an ability to clearly hear directions and instructions being provided at normal speech levels.

## **Special Requirements**

Occasional out of hours work (including weekends).

## **ORGANISATIONAL INFORMATION**

### **Safety**

#### **Behaviours**

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

#### **Responsibility**

Applying council policies and procedures in every day work activities to assist council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

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## Code of Conduct

As per the Staff Code of Conduct, employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

## Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with council's Recordkeeping Policy.

## Council's Vision

To be the *natural* choice to live, work and play.

## Council's Values

**Accountable** – We take responsibility for our actions. We will be accessible and fair.

**Consistent** – Our actions will reflect council's guidelines and practices at all times.

**Appreciative** – We value the opportunities we have and that we look for the best in our people, our organisation and our community.

**Communicative** – We will keep people informed, consult with the community and will actively listen to and respond to their input.

**Respectful** – We treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

## POSITION APPROVAL AND ACCEPTANCE

### Approved By

|                  |  |                 |  |
|------------------|--|-----------------|--|
| <b>Name</b>      |  | <b>Position</b> |  |
| <b>Signature</b> |  | <b>Date</b>     |  |

### Accepted By

|                  |  |             |  |
|------------------|--|-------------|--|
| <b>Name</b>      |  |             |  |
| <b>Signature</b> |  | <b>Date</b> |  |

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*The scope and requirements of this position as well as the organisational structure is subject to change by council as required by business needs.*