

CERTIFICATED GARDENER

Position Description



Moreland
City Council

Position number:	0144
Classification:	Certificated Gardener Level 1 & Level 2
EA:	Moreland City Council Enterprise Agreement
Department:	City Infrastructure
Branch:	Open Space & Environment
Unit:	Open Space Maintenance
Reports to:	Crew Leader or Asst. Coordinator
Supervises:	Apprentices/Trainees periodically, as required
Approved by:	Director, City Infrastructure

Organisational values:



Position objectives

Carry out maintenance and improvement works in Council's parks, reserves and council facilities in a safe, efficient and effective manner, and in accordance with established work practices, so as to ensure that the parks and reserves are kept in a well maintained condition.

Date Created:	Date Modified: 2 September 2021
Date Approved:	Date Printed:

Key responsibility areas

- Carry out established contemporary horticultural work practices and procedures;
- Perform routine maintenance of garden beds in parks and reserves including weeding, planting and mulching;
- Ensure work site is clear of litter and debris prior to the commencement of work;
- Cut grass using ride on mowers and small plant and equipment in accordance with an established program;
- Drive and operate all equipment and carry out basic daily maintenance and minor repairs to equipment to ensure safe and proper operation;
- Ensure any incidents, accidents, near misses or equipment/vehicle maintenance issues observed are reported to the supervisor;
- Report any mechanical faults of equipment, vehicles and/or items requiring repair and/or attention to the immediate supervisor;
- Apply pesticides when requested;
- Advise the crew leader or Assistant Coordinator of any problems and/or hazards relating to on site conditions;
- Load, unload and move materials and equipment;
- Ensure that any vehicle, including trailer is driven in a safe, responsible and courteous manner;
- Provide 'on the job' training to apprentices as and when required;
- Carry out landscape improvement works as directed;
- Attend meetings as required with crews;
- Maintain an accurate record of work undertaken on a daily timecard including plant usage as applicable;
- To deputise for the Crew Leader as required;
- Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.
- Contribute to the achievement of a safe and healthy environment by working in accordance with Council's OHS Policy and Procedures.
- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.
- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

and accountabilities

Competencies:

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Instils Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Accountabilities:

- Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.
- Contribute to the achievement of a safe and healthy environment by working in accordance with Council's OHS Policy and Procedures.

- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.
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Other duties:

- Required to undertake other duties as directed.

Organisational relationships

Internal Relationships	Unit Manager, Open Space Maintenance, Coordinators, Assistant Coordinators, Crew Leaders and Open Space Maintenance Staff; All Open Space & Environment employees; Open Space Design and Development Staff; Depot Operations Administration Team; Other City Infrastructure & Council employees; Apprentices, Trainees, work experience students; Human Resources, OH&S Advisor and others on an as required basis.
External Relationships	General public, Moreland Citizens, sub-contractors, contractors, third party suppliers and service authorities.

Job characteristics relevant to the position

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 3 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 3, Clause 3)

1. Accountability and Extent of Authority:

- Under routine supervision, responsible for the quality and quantity of one's own work, including the ability to complete tasks involving the utilisation of developed skills and ongoing maintenance of competence, in order to achieve work objectives within a set time schedule;

- Perform all work in accordance with Moresafe and SafetyMap such as following standard operating procedures and instructions and taking all reasonable care for the safety of oneself and others;
- Resolve minor problems that relate to immediate work tasks, including occasions when supervisor is not available for advice;

2. Judgement and Decision Making:

- Resolve minor problems that relate to immediate work tasks, including occasions when supervisor is not available for advice.

3. Specialist Knowledge and Skills:

Safe and competent operation of :

- a ride-on mower;
- a 2 axle rigid vehicle greater than 8 tonnes GVM;
- a range of hand tools and light mechanical plant;
- a pesticide application unit.

4. Management skills:

- Ability to complete tasks and achieve work objectives within a timetable;
- Ability to work both independently and in a team environment;
- Ability to follow designated Open Space works program as per Open Space specification;
- Ability to complete daily maintenance works activity sheet.

5. Interpersonal Skills:

- Good oral and written communication skills;
- Ability to interpret given instructions and carry out relevant tasks;
- Ability to work both independently and cooperatively in a team environment;
- Ability to respond to resident inquires in a polite and courteous manner.

6. Qualifications and Experience:

- Satisfactory completion of Trade Certificate (Cert III) and relevant open space maintenance experience related to the responsibilities and duties specified;
- Demonstrated experience in the basic maintenance and minor repair of relevant equipment;
- Level 2 First Aid;
- Traffic Management course is desirable;
- A current Victorian Drivers Licence is essential and a heavy vehicle drivers licence is desirable.

7. Physical Requirements of the position

TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	()	()	(x)	()
-below 10kgs	()	(x)	()	()
Manual handling frequency	()	()	(x)	()
Repetitive manual work	()	()	(x)	()
Repetitive bending/twisting	()	()	(x)	()
Working with arms above head	()	()	(x)	()
Lifting above shoulder height	()	()	(x)	()
Using hand tools – vibration/powerful	()	()	(x)	()
Operating precision machinery	()	()	(x)	()
Close inspection work	()	()	(x)	()
Wearing hearing protection	()	()	(x)	()
Wearing eye protection	()	()	(x)	()
Working in dusty conditions	()	()	(x)	()
Working in wet/slippery conditions	()	()	(x)	()
Wearing Gumboots	()	()	(x)	()
Wearing safety shoes/boots (steel cap)	()	(x)	()	()
Working with chemicals/solvents/detergents	()	()	(x)	()
Washing hands with soap (hygiene)	()	()	(x)	()
Working at heights	()	()	(x)	()
Working in confined spaces	()	()	()	(x)
Working in chillers (+4 degrees C)	()	()	()	(x)
Performing clerical duties	()	()	(x)	()
Working on a keyboard	()	()	(x)	()
Driving cars and/or trucks	()	(x)	()	()

Other special features (e.g. nature of chemicals, travelling requirements, etc):

8. Key Selection Criteria

Satisfactory completion of Trade Certificate and relevant practical open space maintenance experience;

Demonstrated competence in all facets of horticulture for parks and garden maintenance purposes;

A demonstrated ability to work as a part of a team and to operate in a safe and competent manner;

A current Victorian Drivers Licence is essential and a heavy vehicle drivers licence is desirable.

SIGNATURE PAGE

This is to certify that the position description has been drawn up/reviewed by both employee & Supervisor/Manager.

..... Date / /
(Staff member's signature)

..... Date / /
(Supervisor/Manager's signature)

Please scan signed document to the HR Officer (Human Resources) and also forward an electronic version to be filed in the Position Description database.

