

## SOUTHERN GRAMPIANS SHIRE COUNCIL POSITION DESCRIPTION

### Position Details

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Title:	Gardener
Classification:	Band 3
Position Number:	500
Business Unit:	Parks and Gardens
Directorate:	Infrastructure and Sustainability
Reports to:	Parks and Gardens Coordinator

### Our Purpose, Vision and Values

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#### Purpose

Fostering community for a brighter tomorrow

#### Vision

Thriving community, limitless opportunity

#### Values

Raise the bar

Create brilliance together

Dream boldly, change bravely

Integrity in every step

#### Child Safety

Southern Grampians Shire Council is a child safe organisation committed to the Victorian Child Safe Standards by:

- providing an environment where Aboriginal children and young people can express their culture and enjoy their cultural rights
- having a zero tolerance approach to child abuse
- having a zero tolerance approach to racism and an expectation that staff and volunteers will act on incidents of racism

## Position Summary

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To assist in the efficient operation of the Parks and Gardens Unit, in particular the maintenance of streets, gardens and other Council facilities in an environmentally safe, tidy and aesthetically pleasing condition

## Key Responsibilities

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### Gardens/Maintenance

- Maintain to a satisfactory standard, all areas as directed, including parks, gardens and other Council facilities
- Operate plant in a safe manner to achieve specified standards as directed

### Plant Operation

- Operate minor and major plant and equipment in a safe manner to achieve specified standards as directed
- Conduct routine and scheduled checking of minor maintenance works on a daily basis, or as required

### Public Relations

- Perform all tasks/duties in a manner which promotes effective teamwork and good public relations

### Other Works

- Operate plant and equipment and carry out other duties as directed, depending upon skill levels required
- Supervise apprentices / trainees

## Extent of Authority

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- Commit to and adhere with Child Safety standards and Council's requirements
- Responsible for the safe and efficient use of plant and equipment
- Works individually or as part of a team under routine supervision
- Responsible for broad gardening tasks involving the utilisation and development of skills

## Judgement and Decision Making

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- The incumbent may be required to make decisions with respect to works when working alone, in line with policy or normal work practices as adopted from time to time
- May be required to solve minor problems
- Jobs are generally clearly defined or documented and well understood

### **Specialist Skills and Knowledge**

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- Safe and competent operation of tractors, mowers and other medium mechanical equipment as required to carry out works
- Basic administrative skills
- Good understanding of gardening and maintenance procedures and techniques
- Good understanding of Occupational Health and Safety issues

### **Management Skills**

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- Ability to manage own time under general direction
- Will comply with systems and policies to ensure a safe work environment by:
  - Taking reasonable care for his or her own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
  - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare
  - Contribute to OHS consultation processes
  - Prompt reporting of hazards and incidents

### **Inter-personal skills**

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- Good verbal communication skills
- Ability to work in a team environment, and individually
- Ability to manage own time under general direction
- Liaise with the general public

### **Compliance with Legislation and Policies**

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- Adhere to all current relevant codes of conduct and legislative requirements including but not limited to:
  - Southern Grampians Shire Council Policies and Procedures
  - Southern Grampians Shire Council Staff Code of Conduct
  - Privacy and Data Protection Act 2014 (Vic)
  - Equal Opportunity Act 2010 (Vic)
  - Occupational Health and Safety Act 2004 (Vic)
  - Government/Industry Codes of Conduct
  - The Southern Grampians Shire Council Enterprise Agreement

- The Municipal Emergency Management Plan
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community
- Responsible for ensuring the security of Council's assets under the Officer's control
- Remain compliant with the requirements of the Occupational Health and Safety Act 2004 (Vic), and contribute to the health, safety, and wellbeing of Council employees by:
  - Co-operating with Council with respect to any action taken to comply with a requirement of the OHS Act 2004

### Qualifications and Experience

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- Previous practical experience in a 'gardener' capacity, and basic gardening knowledge
- Experience in the operation of plant and equipment, including a tractor
- Current Victorian Drivers Licence, preferably a Light Truck Licence

### Key Selection Criteria

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The employee will demonstrate the following:

- Qualifications and/or practical experience in gardening
- Experience in the operation of a variety of plant and equipment
- Current Victorian Drivers Licence is essential, preferably a Light Truck Licence
- Demonstrated understanding and appreciation of Health and Safety in the workplace
- Demonstrated effective interpersonal skills, particularly with respect to members of the public and co-workers
- May require current working with Children Check

### Agreement

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I, \_\_\_\_\_ have read and understand the objectives and conditions of the above mentioned role.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_