

To apply for this position, please answer the questions on the advertisement.

POSITION DESCRIPTION	
Title:	Gardener
Group:	Services
Reports to:	Parks Supervisor
Grade:	11
Hours:	38 hours per week
Vehicle:	No
Position Purpose	
To undertake accepted horticultural practices and to carry out general gardening duties as directed by Council's Parks Supervisor.	
Qualifications and Experience <i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u> (to apply for this position, please answer the questions in the advertisement)</p> <ul style="list-style-type: none"> • Certificate III in Parks & Gardens or equivalent • Demonstrated work performance and knowledge, skills and experience in repetitive park and landscape maintenance tasks including the following: <ul style="list-style-type: none"> ○ Garden maintenance ○ Plant identification ○ Formative pruning ○ Pest & disease identification ○ Plant maintenance ○ Experience in the day to day supervision of labourers and apprentices • Well developed interpersonal and communication skills (written and oral) for effective liaison with work team, coordinator, staff, public and external bodies, including negotiation, conflict resolution and decision making • Ability to review work schedules in conjunction with supervisors • Ability to work without supervision and as part of a team • Sound understanding and commitment to WHS, quality standards and management systems • Understanding of relevant practices and policies 	

- Basic ability to use computers and mobile devices
- Ability to provide on the job training in horticultural procedures
- Experience in contributing to improvements to a quality management system or suggestions for other business improvement
- Physically capable to undertake task relevant to the position
- General Induction for Construction Work Certificate (White Card)
- Current Class C driver's license
- Apply traffic control ticket or ability to obtain within probationary period. (Yellow Card)
- Farm Chemical Users certificate or equivalent

Desirable:

- Certificate II or III in other horticultural discipline (Nursery, Arboriculture, Conservation Land Management, Landscaping or Turf)
- Demonstrated experience in estimating, applying budgets, recording and reviewing actual costs of works
- Local Government Experience

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Maintain Council's assets under your control as well as work for external client in the most satisfactory state of repair in accordance with resource allocation by:

- Organise staff and resources associated with Parks Maintenance to provide the most efficient and cost effective environment.
- Organise the maintenance, repair, security and care of plant, equipment, tools and other Council assets assigned to or utilised by your team.
- Identify and report improvements and works in operations, maintenance requirements and other activities within area of responsibility, and where required take immediate action.
- Assist in the review of cost of resources in regard to works undertaken
- Monitor day to day performance against agreed quality, and schedules. Provide written or electronic documentation of progress and variations to schedules and work orders.
- Assist in the review and implementation of schedules and work plans to ensure effective use of labour, plant and materials.
- Communicate with the community and internal customers regarding maintenance works including complaints and requests.
- Ensure accurate completion of work orders, dockets, daily diary, daily/weekly checklists, accidents and incident reports and other organisational forms and reports as required.
- Ensure compliance with Council policy and procedure including Council's Code of Conduct, Purchase, Risk Management and other relevant policies.
- Be aware of and protect public utilities on work site.

- Physically undertake parks maintenance activities throughout the city.
- Provide appropriate operational and technical advice to Supervisor.

Demonstrate effective leadership by:

- Continuing development of an organisational culture consistent with the Council's Purpose Approach and Values
- Provide leadership and supervision for employees working within areas of responsibility.
- Managing the performance of your team and individuals in it including on the job training, and mentoring.

Work within and apply environmental and sustainability principles within area of responsibility

Assist in the operation and maintenance of the Works Depot.

Perform other duties consistent with the requirements of the position

Work Health & Safety

- Actively participate in a safe and healthy working culture.
- Monitor health and safety performance within area of responsibility.
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc.
- Participate where required in resolution of safety issues.
- Initiate actions to improve health & safety within area of responsibility
- Ensure all employees are inducted and receive regular training as required to perform jobs safely
- Ensure safe working conditions are maintained
- Provide information, training and appropriate supervision to people in your area of responsibility to enable them to work safely
- Ensure Shellharbour City Council policies and procedures are communicated, understood and followed
- Ensure people within area of responsibility know hazards and risks associated with any operation and the method established to eliminate or control risks
- Ensure all incidents, hazards and near misses are reported and followed up.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- To conduct yourself at all times in accordance with Council's Core Organisation Values when dealing with Council, Community, Customers and Councillors (4C's).

Organisational Values

- Apply and demonstrate Council's Core Organisation Values - Collaboration, Accountability, Integrity, Respect, Sustainability