



Horticulturist

POSITION PROFILE

Division Unit	Shire Infrastructure & Operations	Status Salary Grade	Full Time - Permanent
	Open Space Operations		Grade 5
	Coordinator	Reviewed	March 2024

STRATEGIC INTENT

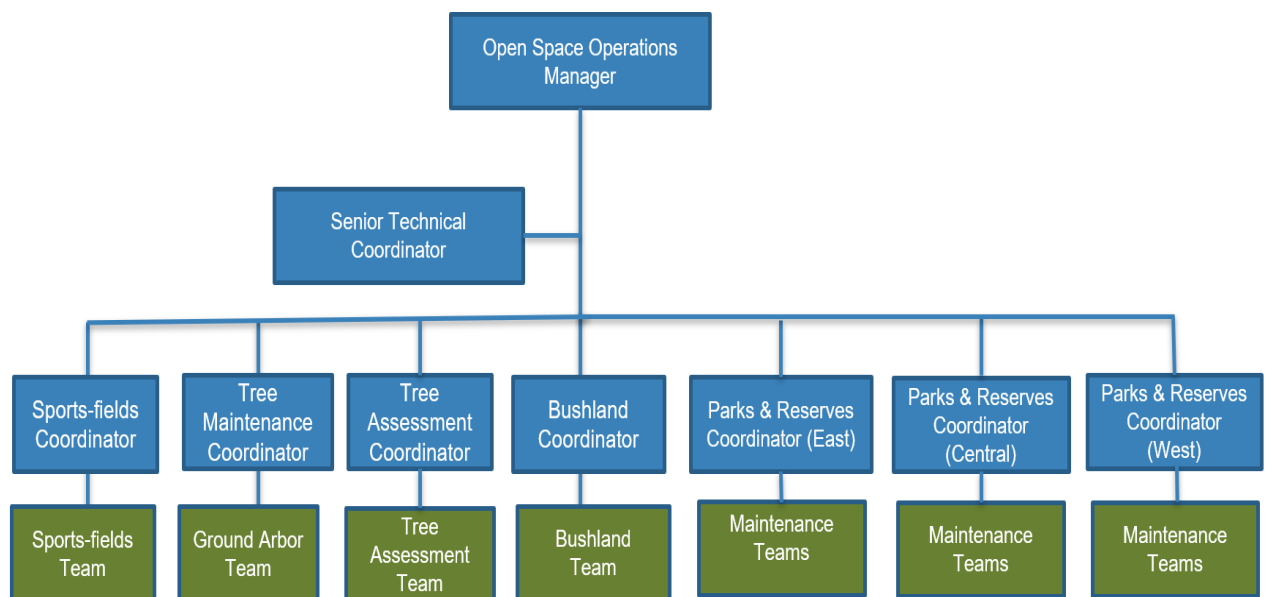
Support an active community that enjoys safe, accessible, and diverse open places and spaces through the ongoing provision of open space asset maintenance services to agreed levels of quality, function, and safety.

POSITION PURPOSE

The position is responsible for carrying out ongoing maintenance of Council's horticultural assets throughout the Shire either on a fixed site, or mobile team capacity. It's a hands-on position with responsibility for self-managing your output working within a team.

The role plays a key role in ensuring all relevant works are completed in an effective, efficient, and safe manner in line with Council's Operating Procedures.

STRUCTURE



POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
SAFETY	
Identify hazards and control risks through implementing appropriate controls.	<ul style="list-style-type: none"> Site specific Risk Assessments (RAs) undertaken and followed. Relevant Safe Work Method Statements (SWMS) in place and followed. Safety Data Sheets (SDS) in place and followed. Personal Protection Equipment (PPE) is used appropriately. Relevant policies, plans, guidelines, and legislation are implemented and complied with. Duties are assigned and performed in a safe manner and to the standard required. Near misses reported in a timely manner. Incidents reported in a timely manner. Hazards identified and reported in a timely manner.
Select, prepare, and operate appropriate plant and equipment for type of use as required.	<ul style="list-style-type: none"> Plant and equipment pre-start (and pack-down) assessments undertaken. Equipment is selected to ensure that work is carried out safely and efficiently. Plant and equipment used in accordance with safe operating procedures. Defects are timely reported, and repairs or replacements are arranged. Plant and equipment cleaned and stored as required. Improved practices or equipment identified.
Establish and manage a traffic control plan around a work site.	<ul style="list-style-type: none"> Work site Traffic Control Plan (TCP) developed and implemented as required. Traffic barriers and warning signage erected according to plan. Pedestrian and vehicular traffic managed in a safe manner as per training/ selected plan.
Deliver, load and unload materials and equipment as Required.	<ul style="list-style-type: none"> Goods and materials are carried and delivered / stored in appropriate location. Materials and equipment are loaded with within allowable load limits and delivered safely.
Apply horticultural chemicals, as required or directed.	<ul style="list-style-type: none"> Safety Data Sheets (SDS) in place and followed. Chemicals are applied according to legislative and SSC guidelines. Personal Protection Equipment (PPE) is used.
Maintain work sites to comply with Legislation.	<ul style="list-style-type: none"> Work sites are prepared and comply.

SERVICE DELIVERY	
Maintenance programs and works delivered in accordance with agreed service levels.	<ul style="list-style-type: none"> ▪ Perform relevant duties: <ul style="list-style-type: none"> - Mow, brush-cut, and edge grassed areas. - Maintain gardens, weeding, fertilizing, spraying, mulching, watering, and pruning. - Plant trees and shrubs. - Perform minor landscape construction works as required. - Undertake bushland maintenance as directed. - Perform other associated duties as directed. ▪ Work is performed to agreed standard and within agreed timeframe. ▪ Resources are efficiently and effectively utilised. ▪ Asset defects reported.
Maintain work areas to comply with quality and environmental Acts, Standards and Regulations.	<ul style="list-style-type: none"> ▪ Work sites/areas are prepared/maintained to comply with relevant requirements. ▪ Debris collected and disposed of appropriately.
Provide technical advice and service to internal and external customers.	<ul style="list-style-type: none"> ▪ Customers are treated with respect and courtesy.
Identify the relevant asset maintenance category and standard applicable to individual work sites.	<ul style="list-style-type: none"> ▪ Asset maintenance category and service standard are correctly identified, and maintenance works are performed accordingly.
Maintain records associated with the position.	<ul style="list-style-type: none"> ▪ Work records are maintained including timesheets allocations; equipment and machinery usage and maintenance; other records as required.
TEAMWORK	
Be a positive, respectful, and supportive team player.	<ul style="list-style-type: none"> ▪ Familiar with unit/team objectives and positively contribute towards them. ▪ Constructively participate in team discussions. ▪ Actively participate in Office Vibe. ▪ Constructively participate in the ASPIRE program.
Convey information relevant to the job to Team Leader, Coordinator, and other work team members.	<ul style="list-style-type: none"> ▪ Team Leader or Coordinator are advised of relevant job-related issues and occurrences.
Ensure the security of Council plant and property.	<ul style="list-style-type: none"> ▪ Incidence of theft, loss or damage of Council assets attributed to the actions of employees is negated and any loss or theft reported immediately.
CONTINUOUS IMPROVEMENT	
Support a culture of innovation and continuous improvement.	<ul style="list-style-type: none"> ▪ Improved ways of working identified (and reported) in line with best practice. ▪ Attend required training.

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> ▪ Certificate 3 Horticulture or equivalent qualifications in a related field. ▪ NSW - WHS General Induction Card (White card). ▪ Chemcert (AQF3) or equivalent qualification. ▪ Class MR Licence – valid or willingness to complete within 6 months of appointment.
	Desirable	<ul style="list-style-type: none"> ▪ Certificate 4 Horticulture or equivalent qualification ▪ Traffic Control Certificates (Traffic Controller/Implement TCP).
	Essential	<ul style="list-style-type: none"> ▪ Recent experience in a similar role and duties. ▪ Demonstrated ability to plan and execute horticultural work tasks, including chemical application. ▪ Sound technical knowledge of parks maintenance, and improvement activities. ▪ Demonstrated communication skills with the ability to effectively liaise with staff, peers, and the public. ▪ Demonstrated understanding of WHS and application of safe working methods.
	Desirable	<ul style="list-style-type: none"> ▪ Operation of a medium rigid truck (up to 5 tonne) including trailer. ▪ Working within a team to coordinate resources for shared asset services. ▪ Provision of worksite traffic control and management.

CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> ▪ Decision making: Achieving desired outcomes by evaluating and identifying options and involving others in decisions affecting them. ▪ Goals oriented: Works to achieve self-set goals, taking on challenging tasks, when necessary, to achieve them. ▪ Critical thinking: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders. ▪ Communication skills: able to articulate complex and technical matters in simple terms. ▪ People skills: empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary. ▪ Team focussed: Willing to be mentored, and to share skills, experience, and knowledge via formal and informal collaboration with colleagues
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OUR VALUES

Behaviours	<ul style="list-style-type: none">▪ Collaborate – We are a united team. We work together to deliver great outcomes for our community.▪ Achieve– We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community.▪ Respect – We communicate openly, act with integrity and are inclusive.▪ Evolve – We look for opportunities and embrace change, championing new ideas, and celebrating solutions.
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CORPORATE OBLIGATIONS

Employees	No direct reports.
Delegations	Authority to operate within the Delegations attached to the position
Risk Management	Managing work practices to mitigate all identified risks, identifying, and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Managing budgets and expenditure, undertaking relevant checks, and applying rules, regulation, process, and procedures in dealing with financial matters
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions, and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behavior Guidelines.
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal, or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction to continually improve service delivery
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement

SPECIFIC CONDITIONS OF EMPLOYMENT

- 38-hour week, 9-day fortnight, hours of operation are 6.50am until 3.37pm.
- MR licence is to be valid during employment.
- Employees can and will be asked/expected to work at various locations and in teams across the Shire to satisfy workload and resourcing requirements.
- Planned leave can be restricted over the peak summer period as per the Award.