



POSITION DESCRIPTION

Position Title:	Horticultural Crew – Horticulturalist
Position No:	636
Position Status:	Temporary Full Time
Business Unit:	Natural Environment & Parks
Directorate:	Built & Natural Environment
Date Verified:	February 2016
Approved By:	General Manager Built & Natural Environment
Enquiries:	Human Resources Officer (03) 5142 3201

APPLICATIONS

- Please include the following information:**
 - Personal details (telephone number, postal address etc.).
 - Employment history including full details of prior experience and present position.
 - Knowledge/understanding, abilities and skills relevant to the vacant position.
 - Details of formal qualifications (including date of issue).
 - Copies of recent references or details of referees who may be contacted.
 - Applicants should address key selection criteria (5 items each approx. 200 words)
 - Online applications to be addressed to:** Human Resources Officer, via our website. Please mark your application: "**Application – Position 636**".
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Sale Service Centre
18 Desailly Street (PO Box 506)
SALE VICTORIA 3850
Tel: **1300 366 244**
Fax: (03) 5142 3499
www.wellington.vic.gov.au

JOB STATEMENT

Assist in the implementation of the Shire's Natural Environment & Parks Horticultural program in an effective, efficient and safe manner drawing on a range of specialist skills and assist the Horticultural Team Leader with supervisory/co-ordination and technical tasks.

KEY RESPONSIBILITY AREAS

Assist in the planning and implementation of Open Space horticultural works program/s in conjunction with other Council staff, including:

- Pruning trees and shrubs.
- Planting trees.
- Preparing sowing and maintaining garden beds.
- Operating various items of light and medium plant.
- Spraying for weed control in parks and reserves.
- Maintaining high profile turf areas.
- Developing and maintaining the nursery.

ORGANISATIONAL RELATIONSHIP

- Reports To: Team Leaders Horticulture
- Supervises: Nil
- Internal Liaisons: Wellington Shire Council Staff
- External Liaisons: General Public

JOB ENVIRONMENT

Terms and Conditions of employment are in accordance with the current Wellington Shire Council Enterprise Bargaining Agreement.

- Band 3
- 38 hours per week
- Temporary Full Time (12 month maternity leave position)
- Outdoor environment
- Some travel required (Council Vehicle provided)
- Local Government



PERSON SPECIFICATION

Accountability and Extent of Authority

- The Horticulturalist will be directly accountable for;
- Undertaking projects in accordance with OH&S legislation and guidelines.
- Promptly and effectively carrying out instructions.
- Assisting with the co-ordination of a small maintenance unit.
- Operating vehicle and plant in accordance with relevant Acts and Regulations.

Judgement and Decision Making

- Understanding of safe work practices.
- Decision making in relation to on-site maintenance problems.

Specialist Skills and Knowledge

- Knowledge of Occupational Health & Safety Regulations and responsibilities.
- Capacity for manual work.
- Ability to operate open space (light) equipment and selected items of medium plant.
- Knowledge of maintenance materials and uses.
- Sound knowledge of horticulture including methods, plants and materials especially herbicides & pesticides (preference for herbicide qualifications).
- Sound computer skills, specifically Microsoft applications.

Management Skills

- Ability to organise and lead a small maintenance team so as to achieve required maintenance/development objectives.
- Ability to manage own time to meet predefined objectives.
- Ability to assist in the training and development of others.

Interpersonal Skills

- Ability to direct and assist others in maintenance work.
- A positive outlook.
- Flexibility in the delivery of services.
- Ability to gain co-operation and assistance from other employees and the public.
- Confidence to positively challenge existing methodologies in pursuit of more efficient work practices.
- Good oral and written communication skills.

Qualifications and Experience

- Tertiary Qualification in Horticulture (Certificate III or above); and/or
- Significant relevant horticultural experience.
- Current Victorian Drivers Licence.

KEY SELECTION CRITERIA

- Tertiary qualification in Horticulture (Certificate III or above) or significant relevant experience.
- Experience in the maintenance of municipal parks and gardens including grass and sports turf maintenance, tree planting and maintenance, and garden bed maintenance.
- Demonstrated knowledge of horticulture, including methods, plants and materials especially herbicides & pesticides.
- Excellent communication skills and ability to work alone or in a team.
- Current Victorian Drivers Licence (medium rigid truck licence preferable)