

# POSITION DESCRIPTION

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| **Position Title** | Horticultural Crew - Horticulturalist |
| **Position No.** | 313, 572, 636, 697, 844 |
| **Position Status** | Permanent/Temporary Full-Time |
| **Business Unit** | Natural Environment and Parks |
| **Division** | Built and Natural Environment |
| **Classification** | Band 3  Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement |
| **Date Approved** | January 2019 |
| **Approved By** | General Manager Built and Natural Environment |

**WELLINGTON SHIRE COUNCIL VALUES**

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| **Cooperation** | Working together, teamwork, collaboration and being solution-oriented. |
| **Integrity** | Acting with respect, honesty, reliability, trust, tolerance and understanding. |
| **Balance** | Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources. |
| **Professionalism** | Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement. |

**POSITION OBJECTIVE**

Horticulturalists are responsible for assisting in the implementation of the Shire’s Parks and Environmental Services Horticultural program and assisting the Horticultural Team Leader with supervisory/coordination and technical tasks.

**ORGANISATIONAL RELATIONSHIPS**

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| **Reports to** | Leader Urban Landscape Amenity |
| **Supervises** | NIL |
| **Internal Liaisons** | All Council staff |
| **External Liaisons** | Members of the public |

**DELEGATIONS/AUTHORISATION**

This position has no delegations / authorisation to exercise power as conferred by section 98(1) of the Local Government Act 1989 and other legislation referred to in [S6 Instrument of Delegation](http://intranet.wellington.vic.gov.au/Page/Download.asp?name=S6_Instrument_of_Delegation_to_Members_of_Council_Staff_-_3_March_2015.pdf&size=474619&link=../Files/S6_Instrument_of_Delegation_to_Members_of_Council_Staff_-_3_March_2015.pdf) to Members of Council Staff, [S7 Instrument of Sub-delegation](http://intranet.wellington.vic.gov.au/Page/Download.asp?name=S7_INSTRUMENT_OF_SUB_DELEGATION_28_AUGUST_2015.pdf&size=1522050&link=../Files/S7_INSTRUMENT_OF_SUB_DELEGATION_28_AUGUST_2015.pdf) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](http://intranet.wellington.vic.gov.au/Page/Page.asp?Page_Id=1200&h=0).

**QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE**

**Accountability and Extent of Authority**

* Accountable for the prompt and effective carrying out of instructions.
* Assist with the co-ordination of a small maintenance unit.
* Accountable for the operation of vehicle and plant in accordance with relevant Acts and Regulations.

**Judgement and Decision Making**

* Understanding of safe work practices.
* Ability to make on site decision on maintenance problems.

**Specialist Knowledge and Skills**

* Knowledge of OH&S regulations and responsibilities.
* Capacity for manual work.
* Ability to operate open space (light) equipment and selected items of medium plant.
* Good knowledge of maintenance materials and uses.
* Sound knowledge of horticulture, including methods, plants and materials especially herbicides and pesticides (preference for herbicide qualifications to allow registration as a licensed herbicide).
* 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**

* The ability to direct and assist others in maintenance work.
* A positive outlook.
* Flexibility in the delivery of the service.
* 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**

* Certificate III in Horticulture or relevant qualification
* Relevant horticultural experience.
* Current drivers licence.

**The ability to obtain and maintain the following qualifications, registrations, certifications:**

* Current drivers licence
* Chemical Users
* Implement a traffic management plan
* Operate and maintain chainsaw (level 1)
* Vehicle Loading Crane and Lifting Gear
* Front End Loader Plant Assessment/Conduct wheel loader operations

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| **PEOPLE - RESPONSIBILITIES**  Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities. |

* Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
* Support colleagues and coordinator/supervisor as required to achieve overall team goals, Corporate Performance Indicators (CPIs), service levels and other targets.
* Work in a manner that ensures adherence to Council policies and OH&S requirements incl. task analyses (if applicable).

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| **OPERATIONAL - RESPONSIBILITIES**  Developing technical knowledge, monitoring technical systems, managing stakeholder relationships. |

* Effectively see all tasks through to completion in line with individual CPIs, service levels and other targets.
* Work within agreed plans, policies and processes including safe work practices.
* Identify and report opportunities for increasing efficiency and/or effectiveness as per Wellington Excellence to ensure continuous improvement.
* Demonstrate a commitment to effective internal and external customer service.
* Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
* Maintain complete and accurate records of all work related activities including documentation and administration as per the Councils records management policy and adherence to the written style guide.
* Be familiar with and understand the strategic and operational risks relating to your business unit, advise supervisors of any new risks you may identify, and provide input, assistance and advice where applicable.

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| **SCHEDULING - RESPONSIBILITIES**  Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team’s work. |

* Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
* Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
* Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

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| **POSITION SPECIFIC - RESPONSIBILITIES** |

* Assist with ensuring a high standard of presentation of the shires open spaces by following works schedules and completing all duties within the Horticultural Maintenance Specifications and CPIs.
* Operate plant in the most productive, efficient and safe manner in accordance with safe work practices and all relevant Acts and Regulations.