

Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



POSITION TITLE:	Certificated Gardener- Parks & Gardens Maintenance
POSITION NUMBER:	2121
DIVISION:	City Services
DEPARTMENT:	City Parks & Gardens
CLASSIFICATION:	Band 3
REPORTS TO:	Supervisor – City Parks & Gardens
DIRECTLY MANAGES:	Supervisor – City Parks & Gardens
INTERNAL LIAISONS:	Team Members, other internal departments.
EXTERNAL LIAISONS:	Members of the Public, Service Authorities, Private Contractors Community/Service and Sporting Clubs
DATE:	October 2021

POSITION OBJECTIVES:

The Parks & Gardens Department is responsible for the effective and sustainable management of Council's open and outdoor spaces including community parks, reserve assets, streetscapes and recreational spaces.

Our Certificated Gardeners are key members of the Parks team, responsible for carrying out several allocated tasks and activities to ensure Council's parks and open spaces are presented to the highest quality.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Role model and promote Council values in all aspects of duty.
2. Follow all reasonable directions given by the Team Leader and other more senior staff in accordance with operational requirements which may include, but is not limited to, weeding, mowing, propagation, spraying of appropriate insecticides, herbicides and fungicides to a regular or modified program as required.
3. Undertake tasks including site preparation, planting, maintenance, and liaising with community groups and the public.
4. Operate and maintain plant and equipment, which may include, but is not limited to, sprayers, hand/small ride on mowers, small tractors and related machinery, in an effective and efficient manner and in compliance with relevant laws/regulations, codes of practice and applicable directives.
5. Work within all Council health and safety policies and procedures.
6. Displaying a positive personal contribution in assisting the City Parks and Gardens Unit in providing a customer focused service and commercially driven operation.
7. Effective and efficient recording of maintenance works undertaken, time sheets and plant sheets or recorded on Councils Management Maintenance system.
8. Undertaking additional duties to assist team members in completing projects consistent with Award and job requirements.

9. Adhere to all Council's policies and procedures relevant to this position.
10. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other.
- Create a healthy and safe environment for all.
- Embrace new ideas and better ways to work.
- Make people the center of our business.

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behavior does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

CHILD SAFE:

City of Greater Geelong is committed to being a child safe organisation and has zero tolerance for child abuse. The focus of our work is on children under the age of 18. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. We have specific policies, procedures and training in place to support employees, volunteers and contractors to achieve these commitments. We create environments where all children have a voice and are listened to, their views are respected and they contribute to how we plan for, design and develop our services and activities.

We are committed to:

1. Preventing child abuse occurring within our services, programs and facilities.
2. Creating an organisational culture of child safety.
3. Setting clear expectations of employees, volunteers and contractors as to what is required to keep children safe.
4. Ensuring employees, volunteers, contractors are clear about their responsibilities when they suspect abuse of a child.
5. Ensuring all suspected abuse is reported and fully investigated.

KEY SELECTION CRITERIA:**Qualifications:**

- A trade recognised Certificate III in horticulture or Certificate III in Parks & Gardens or equivalent, and/or extensive experience in a range of horticultural activities.
- Some years' experience in a range of horticultural activities preferably in a maintenance role.

Essential:

1. A recognised horticultural trade certificate and the ability to apply theoretical knowledge to practical situations.
2. Good knowledge of a range of plant material including their growing conditions and maintenance requirements and ability to further develop knowledge through research and practical observation.
3. Extensive experience in the broad range of horticultural maintenance activities performed in the Parks environment.
4. Experience in operating a range of Park's Maintenance plant and equipment.
5. A current Medium truck licence.
6. Current Working with Children check.
7. Commitment to adhering to the Council Code of Conduct, values and all applicable policies and procedures.
8. Current Covid19 vaccination

Desirable:**ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Responsible for the quality, quantity and timeliness of work and for the care, safety and minor maintenance of plant equipment and assets used in the daily operations.
- Work is performed under general supervision in accordance with instructions, procedures, and set standards.
- Works under direction to ensure a safe work site as far as practicable, so that team members and public are not exposed to any risks.
- Ensure the accuracy, completeness and timeliness.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures.

JUDGEMENT AND DECISION MAKING:

- Personal judgement is exercised in undertaking the specialised work of the position by selection of a range of plant, equipment, methods or processes to complete tasks.
- The occupant will be required to determine the quantity of resources needed to meet the daily objectives of the Section.
- Guidance will be provided by the Parks Supervisor.

SPECIALIST SKILLS AND KNOWLEDGE:

- Detailed technical knowledge of Parks maintenance programs and practical experience that will enable the incumbent to fulfil this role adequately.
- Understanding of the capabilities and operations of plant used in performing maintenance programs as well as materials used in maintenance operations.
- Ability to control traffic, in accordance with VicRoads Code and Road Regulations.
- Experience in the use and maintenance of irrigation systems.
- Experience in the maintenance of playgrounds.
- Ability to perform manual work including lifting of weights in accordance with Occupational Health and Safety guidelines.

MANAGEMENT SKILLS:

- Ability to manage time and meet priorities established for allocated work.
- Basic Knowledge of personnel practices.
- Timely resolution of problems and ability to make decisions regarding daily allocation of resources.

- Demonstrated ability to liaise with Service Authorities/Contractors and/or Community/Service and Sporting clubs.

INTERPERSONAL SKILLS:

- Ability to contribute to workplace improvements programs and team discussions.
- Ability to provide customer service to the public quickly and positively.
- Proven ability to work in a team environment.
- Skills in written and oral communication.
- Ability to provide on the job training.

ADDITIONAL INFORMATION:

- This position will be required to work at locations across the municipality.