

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>		Certified Gardener			
<b>POSITION NO:</b>		902136	<b>CLASSIFICATION:</b>		Band 3
<b>DIVISION:</b>		Infrastructure and Environment			
<b>BRANCH:</b>		City Works			
<b>UNIT:</b>		Open Space Services			
<b>REPORTS TO:</b>		Parks and Gardens – Leading Hand			
<b>POLICE CHECK REQUIRED:</b>	Yes	<b>WORKING WITH CHILDREN CHECK REQUIRED:</b>	Yes	<b>PRE-EMPLOYMENT MEDICAL REQUIRED:</b>	Yes

*Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.*

*This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.*

*We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.*

*This position is required to provide evidence of COVID-19 double dose vaccination. We will work with individuals to assess their ability to meet this requirement on a case by case basis.*

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### POSITION OBJECTIVE

The Certified Gardener is responsible for maintaining horticultural & associated assets in a clean, green and safe condition. This position assists in the development and maintenance of the facilities and resources managed by the City Works branch to the highest possible standard. The incumbent will take part in the promotion of the Service Unit by presenting as a capable, courteous and conscientious member of a well organised team.

### ORGANISATIONAL CONTEXT

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The City Works Branch forms part of the City Works and Assets Division that contributes directly to the achievement of those organisational goals. The City Works Branch is responsible for waste and recycling services; street cleansing, roads, footpath, drainage, contract management, open space maintenance, bushland maintenance, arboriculture, capital works, sign maintenance; fleet maintenance and management; and other services provided through the City Works depot.

## **ORGANISATIONAL RELATIONSHIPS**

**Position Reports to:** Parks and Gardens – Leading Hand

**Position Reporting to this position:** Temporary Staff

**Internal Relationships:** Open Space Planning and Design Unit, Recreation Unit Horticulture staff, City Works staff, Building maintenance staff.  
The incumbent will also be required to communicate with employees at all levels within the City Works and Assets Branch.

**External Relationships:** Open Space Maintenance contractor, Residents, Ratepayers, Facility users.  
The incumbent will be required to communicate with a range of external contractors and consultants involved with the Branch's service delivery.

## **KEY RESPONSIBILITY AREAS AND DUTIES**

In conjunction with the Parks and Gardens – Leading Hand, the incumbent can expect to be involved in work assignments in any of the following areas:

- Maintain a comprehensive knowledge and understanding of the cultural requirements of the plants grown in the parks, reserves and streetscapes of Yarra, identifying and effectively controlling weed species
- Accept directions and follow programs, while developing routines and adjusting to changing needs
- Ensure a balanced approach in attending to horticultural and associated responsibilities by provision of a high and even standard of maintenance in accordance with predetermined priorities
- Ensure an ongoing commitment to achieving best practice in the provision of horticultural and associated services, while maintaining an up-to-date knowledge of current horticultural practices
- Direct in their duties and assist in the training of Apprentices and other unqualified horticultural maintenance staff as delegated by the Parks and Gardens – Leading Hand
- Select, use and maintain machinery, tools and equipment appropriate to the requirements of each individual task
- Monitor the Service Unit's facilities and resources to ensure that they are kept clean and maintained in good working order and safe condition appropriate to their intended function
- Liaise with Council Officers, employees, the public and members of other organisations regarding the operation of the Service Unit as required. Provide excellent customer service, while presenting an efficient and professional image
- Report on the following issues:
  1. Any relevant request, complaint or inquiry from the public

2. Progress of the maintenance program and prescribed activities
  3. The status and condition of facilities, resources, machinery, tools and equipment
  4. Any accidents, incidents or hazards real or potential
- Other duties as directed within the skills and abilities of a position at this level.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Accountable for the standards of maintenance of horticultural and associated assets in parks and streetscapes within their areas of responsibility.
- Responsible for day to day works programs relating to open space maintenance within the City of Yarra
- To maintain accurate daily work records, including the completion of maintenance and customer requests in a timely manner
- Accountable for maintaining the integrity and providing the intended function horticultural and associated assets to a high standard.
- Authority to direct and assist in the training of Apprentices and other Certified/unqualified horticultural maintenance staff as delegated by the Coordinator Open Space Services
- Attending to park maintenance related customer requests and general parks requests under the direction of the Coordinator Open Space Services
- Contributing to improved public and organisational awareness and understanding of, and support for the management of Council's Parks and Gardens.

## ***Safety and Risk***

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

## ***Sustainability***

- Embrace the following Sustaining Yarra principles through day to day work:
  - Protecting the Future
  - Protecting the Environment
  - Economic Viability
  - Continuous Improvement
  - Social Equity
  - Cultural Vitality
  - Community Development
  - Integrated Approach

## ***Yarra Values***

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
  - Accountability
  - Respect
  - Courage

## **JUDGEMENT AND DECISION MAKING**

- The ability to organise one's own time and available resources to ensure efficient completion of maintenance duties on a day-to-day basis.
- When and where appropriate prepare and report relevant issues to the Parks and Gardens – Leading Hand.

- The ability to handle customer enquiries in a courteous manner while resolving or referring issues to the Parks and Gardens – Leading Hand.
- Certified Gardeners will refer to councils' policies, procedures and systems for guidance with regard to:
  - Emergency contacts
  - Depot evacuation plan
  - Playground standards information and inspection sheets
  - Acts, Regulations, Codes of Practice, Australian Standards & Council Policies
  - Hazard identification & risk assessment reports
  - Accident / Incident notification procedures
  - Maintenance rounds
  - Material Safety Data Sheets (MSDS)
  - Traffic Management Plans
  - Drivers Handbook & Vehicle Accident Report Form
  - Safe Work Procedures, including job safety analysis
- Matters of a particularly sensitive nature should be brought to the attention of the Parks and Gardens – Leading Hand.

## **SPECIALIST KNOWLEDGE AND SKILLS**

- Maintenance gardening skills capable of caring for a diverse range of open space settings from Edwardian Parks to natural environment areas and hardy streetscape ground cover plantings.
- The experience and ability to safely handle sharps in accordance with Safe Work Procedures.
- The training and expertise to safely apply horticultural pesticides in accordance with AgVet Chemical User Training and Safe Work Procedures.
- The ability to implement Traffic Management Plans when working with any roadway.
- The experience and ability to safely operate a motorised hedge trimmer, Brush Cutter / Whipper Snipper in accordance with Safe Work Procedures.
- Knowledge and understanding of the Occupational Health and Safety Act 2004, while implementing all safe working procedures provided and in accordance with instructions from the Parks and Gardens – Leading Hand.

## **MANAGEMENT SKILLS**

- The ability to organise one's own time and available resources to ensure efficient completion of duties.
- The ability to maintain a copy of the Parks Operational Manual and implement the procedures contained within the manual.
- The ability to complete a broad range of standard reports on a regular basis.
- Ability to provide on-the-job training for gardening apprentices.

## ***Risk Management***

The City of Yarra's Risk Management policy commits Council to protect the community of Yarra, Council's employees and its contractors from loss arising from Council's activities and services through the application of appropriate risk management principles and practices. Successful risk management will only be achieved with the active participation of all employees.

The Certified Gardener is required to:

- Adhere to all Safe Work Procedures at all times.
- Ensure that all persons being supervised by the Certified Gardener understand and adhere to safe and compliant work procedures at all times.
- Identify and report all non-compliant or unsafe work procedures.
- Report any identified uncontrolled risks to the Parks and Gardens – Leading Hand prior to commencing any works involving any such risks.

## **INTERPERSONAL SKILLS**

- The ability to communicate verbally with fellow employees, Council Officers, members of the public and other organisations in a clear and concise manner. The ability to work co-operatively and effectively with other staff and Council's customers.
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- Be able to complete a range of standard reports and proformas, while making relevant written comment in relation to the maintenance of facilities and resources.

## **INHERENT REQUIREMENTS OF THE POSITION:**

### **Repetitive or Sustained Forces**

- Planting annuals or perennials
- Operating a Back Pack Blower
- Back Pack Spraying
- Operating a Brushcutter
- Operating a Chainsaw
- Operating a Hedge Trimmer
- Operating the Rotary Tiller to prepare garden beds for planting
- Using a leaf rake, shovel, spade, garden fork, pick or Mattock
- Using secateurs or a pruning saw
- Picking up litter and debris
- Spreading garden mulch
- Emptying litter bins
- Cleaning drainage pits

### **Long Duration**

- Planting annuals or perennials
- Operating a Back Pack Blower
- Back Pack Spraying
- Operating a Brushcutter
- Operating the Rotary Tiller to prepare garden beds for planting
- Using a leaf rake, shovel, spade, garden fork, pick or Mattock
- Using secateurs or a pruning saw
- Picking up litter and debris
- Spreading garden mulch

### **High Force**

- Operating the Rotary Tiller
- Using a shovel, spade, garden fork, pick or Mattock
- Spreading garden mulch
- Emptying litter bins
- Picking up branches and logs
- Moving park furniture

## **Environmental Factors Increasing the Risk**

### ***Vibration***

- Operating the Bobcat
- Operating a Back Pack Blower
- Operating a Brushcutter
- Operating a Chainsaw
- Operating a Hedge Trimmer
- Operating the Rotary Tiller

### ***Heat and Cold***

- Gardening is an outdoor activity and subject to weather conditions including summer heat and winter cold.

## **QUALIFICATIONS AND EXPERIENCE**

- Horticultural Trade Certificate 3 or equivalent training and qualifications relevant to the position.
- A current Victorian or National Light Rigid Driver's License.
- Ability to use all required herbicides, insecticides, fungicides and other chemicals in accordance with safe handling procedures.
- ACUP- Agricultural Chemical Users Permit.
- Workplace First Aid
- **Please include an authorised copy of your Trade certificate and driver's license with your application.** The original copies may be requested for viewing at Interview stage.

## **KEY SELECTION CRITERIA**

- Horticultural Trade Certificate 3 or equivalent training and qualifications relevant to the position.
- A current Driver's License.
- Industry experience relevant to municipal horticulture.
- Effective verbal and written communication skills.
- Understanding of the relevant Acts, Regulations, Local Laws, Government and Council Policies.