

# GLENELG SHIRE COUNCIL

## POSITION DESCRIPTION

<b>Position Title:</b>	Parks & Gardens Worker (Portland)
<b>Department:</b>	Assets
<b>Unit:</b>	Parks & Gardens
<b>Classification:</b>	Band 3
<b>Date Reviewed:</b>	May 2023
<b>Award:</b>	This position is subject to the Glenelg Shire Council's Enterprise Agreement

### **Values & Behaviours**

Glenelg Shire Council is a values-based organisation that aims to attract, develop and retain people with ability, passion and potential within a culture of continuous learning and high performance.

**Respect**

**Innovation**

**Integrity**

**Teamwork**

**Service  
Excellence**

### **Equal Employment Opportunity and Human Rights Principles**

Glenelg Shire Council is an equal opportunity employer who embraces diversity through our organisation and community. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. Glenelg Shire Council is committed to the Human Rights principles and responsibilities of freedom, respect, equality and dignity.

### **Child Safe Standards Commitment**

Glenelg Shire Council is committed to the safety, participation and empowerment of all children. Reducing and removing the risk of child abuse will be at the centre of our decision-making concerning children in our organisation.

Council has zero tolerance for child abuse and all allegations and safety concerns will be treated seriously and acted upon. Council will actively listen to children, ensuring their voices are heard and considered in decisions that affect their lives. This approach is reflected in Council's Community Engagement Framework and Youth Charter.

### **Position Objectives**

- To carry out a range of operations and maintenance duties as required to maintain the general appearance and condition of reserves and other Council controlled areas, including undertaking horticultural maintenance to quality standards and for providing quality customer service.

#### **OUR VALUES**

Respect | Integrity | Teamwork | Service Excellence | Innovation

**GLENELG SHIRE**



# Parks & Gardens Worker (Portland)

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### **Key Responsibilities & Performance Standards**

The key responsibilities and performance standards may be modified from time to time to ensure that the desired outcomes are in accordance with the Annual Plans which seek to achieve Council's stated goals as identified in its Council Plan. Without limiting the above, the key responsibilities and the performance standards of the Officer will include:

- Application of pesticides and herbicides and maintenance of lawns and grass areas.
- Landscape, construct and establish plantations, grass areas, shrubberies. Erect post and rails, sleeper or wood structures, etc.
- Carry out tree planting and maintenance including establishment of trees, shrubs and groundcovers.
- Safe and competent operation of tractors and implements; including trucks, front-end loaders, utilities, trailers, mowers, chainsaws, brush cutters and spray units.
- To actively participate in providing a safe workplace as per Section 25 (1) of the Occupational Health and Safety Act.
- Participate in relief and recovery activities as reasonably required within the municipality during and after an emergency event.

The Manager may direct the Officer to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skill base.

The position will require the achievement of performance standards and indicators determined on an annual basis and subject to ongoing review.

### **Confidentiality**

The Officer must not, whether during or after the Officer's employment with the Council, make any improper disclosure or use of:

- Any information or trade secrets of the Council;
- The position of the Council or of any Councillor or Council Officer on any confidential matter; or
- Any other information whatsoever, the disclosure of which may be detrimental to the interests of the Council or of any other person who has provided it to the Council on a confidential basis, unless the Officer is required to disclose the information by law. The Officer must use the Officer's best endeavours to prevent the improper publication or disclosure or use of any such information by anyone else.

### **Organisational Relationships**

**REPORTS TO:** Team Leader – Parks & Gardens

**SUPERVISES:** Nil (Unless delegated)

### **Accountability & Extent of Authority**

- Accountable 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.
- Ensure that Occupational Health and Safety requirements are implemented for the protection of our internal and external customers.
- Work is performed under general supervision.

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### **Judgement & Decision Making**

- Personal judgement is exercised in undertaking the specialised work of the position by selection of a range of tools, equipment methods or processes to complete tasks.
- The occupant exercises judgement in determining and modifying set maintenance programs due to seasonal variations.

### **Management Skills**

- Ability to contribute to providing on the job training to apprentices/work experience students and/or casual staff.
- Basic knowledge of personnel practices.
- Ability to manage time and meet priorities established for allocated work.

### **Skills & Knowledge Required**

- Understanding of the requirements of Horticultural maintenance and proven ability to apply this to practical situations.
- Ability to develop specialist knowledge of a range of plant material by practical experience and observation and research.
- Understanding of nursery maintenance practices and ability to undertake activities including propagation, potting and maintenance of plant stock.
- Understanding of soils and fertilising practices and procedures.
- Knowledge of and ability to operate and maintain a wide range of plant and equipment in a garden environment, to Council's operating standards.
- Knowledge of relevant road law and road sign regulations where appropriate.
- Proficient in the use of herbicides, insecticides, pesticides and fungicides.
- Understanding of the economic practices of watering and the operations of automatic water systems.
- Ability to perform manual work including lifting of weights in accordance with Occupational Health and Safety guidelines.

### **Interpersonal Skills**

- Ability to contribute to workplace improvement programs and team discussions.
- Ability to provide customer service to internal and external customers.
- Skills in oral and written communications.
- Ability to work as part of a team and independently.
- Ability to demonstrate integrity, responsibility, respect and innovation in all aspects of the position.

### **Qualifications & Experience**

- Recognised Trade Certificate in Horticulture or equivalent is essential.
- Experience operating plant and equipment is essential.
- Some years experience in a range of horticultural activities preferably in a maintenance role including experience in the use of chainsaws, brush cutters, mowers, rotary hoes and knapsacks is preferred.
- Current Victorian Driver's licence is essential.

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#### **Employee Risk Management Responsibilities (including OH&S)**

The following items are the duties of each employee:

- To take reasonable care for their own safety and the safety of others affected by their acts or omissions;
- To co-operate with their employer in relation to any action taken to comply with the OH&S Act;
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety;
- Not wilfully place at risk the health and safety of any person at the workplace;
- Report all safety hazards and risk exposures, including losses to their supervisor;
- Maintain physical security of all property, equipment and buildings within your jurisdiction and control;
- All staff are required to actively reduce Council's exposure to losses related to security, public liability and professional indemnity, fraud and corruption and reporting areas of concern.

#### **Key Selection Criteria**

- Current Victorian Drivers Licence
- Recognised Trade Certificate in Horticulture or equivalent is essential.
- Experience operating plant and equipment is essential.
- Experience in horticultural maintenance.
- Physical ability and manual handling skills and knowledge to use hand tools, including shovels, picks, mattocks, crow bars, etc., is essential.
- Effective communication skills.
- Ability to work without direct supervision.
- Ability to work within a team environment.

#### **Signed**

.....  
Employee's Name

.....  
Employee's Signature

.....  
Date

.....  
Manager's Signature

.....  
Date

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