

# POSITION DESCRIPTION

## Parks & Gardens Team Member

Position number	WK04	
Directorate	Community Assets & Infrastructure	
Service unit	Operations – Parks & Gardens	
Classification	Band 3 – Moorabool Shire Council Enterprise Agreement No 10, 2023	
Employment type	Permanent – Full-time	
Hours	38 hrs per week (1.00 FTE)	
Organisational relationships	Reports to	Open Spaces Team Leader
	Directly supervises	Trainees, Junior Employees, Apprentices and casual staff as directed
	Internal relationships	Other Infrastructure Services Staff, General Staff
	External relationships	Residents and General Public
Probation period	6 months	
Approved by (position title)	Coordinator Parks and Gardens	
Date	24 January 2024	
Position purpose	<p>By application of developed horticultural skills, maintain and develop Council's gardens, boulevards, active and passive parklands, street and parkland trees.</p> <p>Provide workplace based skills, training to other staff.</p>	

## Key responsibilities and duties

### General

**As required by workload demands and subject to horticulture specialization across sectors of gardening, landscape gardening, turf management and arboriculture.**

- Prepare, establish and maintain planted sites and areas and provide information on plants, products and treatments.
- Implement maintenance programs to ensure that all Council parks, reserves and street precincts are

maintained, litter free, safe and to appropriate standard.

- Safe operation of Front deck mower, brushcutter, herbicide application and other horticulture small plant and equipment.
- Identify and select appropriate tools and equipment to carry out specified capital and maintenance works.
- Operate and maintain a range of specialised and advanced mechanical plant and equipment in a safe and efficient condition, ensuring service requirements, faults and repairs are reported.
- Train other employees in the safe and efficient selection and use of tools and equipment.
- Participate in the development of appropriate workplace procedures.

## Child Safe Standards

Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential.

Moorabool Shire Council's policies and procedures support the requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs, and the safety of children is promoted, child abuse is prevented, and allegations of child abuse are properly and promptly responded to.

## Disability Access and Inclusion

Council is committed to its Disability Access and Inclusion Plan. We will demonstrate leadership to the local community as we support local employment opportunities for people with a disability and will provide reasonable adjustments within the workplace to support new and existing staff.

## General and Organisational responsibilities

- Comply with Council policies and procedures.
- Promote excellence in customer service and in conjunction with your Manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.
- Participate as directed in training and education to maintain compliance and an up to date knowledge.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.
- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.
- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Staff who fail to disclose any pre-existing injuries, illnesses or diseases or the making of a false or misleading disclosure, will disentitle compensation under this Act for the staff member and their dependents should they suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Moorabool Shire Council.
- Understand and apply organisational risk management principles to your daily work.
- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

## Moorabool capabilities

The Moorabool capabilities define the behaviours, skills and knowledge required by our people across the organisation to achieve our organisational objectives, develop a competent and high performing workforce, and achieve our community's expectations.

Different roles require different levels of proficiency in each of the capabilities, and for each role there will be capabilities that are most relevant.

Always	Required to use this capability daily in role duties		60% or more
Occasionally	May use this capability in their role duties but it is irregular		30% - 60%
Rarely	Use this capability infrequently or not at all in role duties		30% or less
Self-Management (applicable to all roles)	Demonstrates personal growth and resilience, supporting a positive emotional climate	<ul style="list-style-type: none"><li>•Personal impact</li><li>•Emotional intelligence</li><li>•Growth &amp; Resilience</li><li>•Integrity</li></ul>	Always (all roles)
Communication	Engages others, forming strong relationships, communicating with clarity, vision, purpose and impact	<ul style="list-style-type: none"><li>•Effective communication</li><li>•Relationships</li><li>•Negotiation</li><li>•Influence</li></ul>	Always
Action & Achievement	Drives outcomes with purpose, ambition, and action	<ul style="list-style-type: none"><li>•Accountability</li><li>•Decision making</li><li>•Plan &amp; prioritise</li><li>•Time management</li></ul>	Always
Community & Inclusion	Collaborates across Council, open and accepting of differences, creating community value	<ul style="list-style-type: none"><li>•Collaboration</li><li>•Diversity &amp; inclusion</li><li>•Customers &amp; community</li></ul>	Always
Innovation & Change	Seeks out continuous improvement and new ways of working; engaged and supportive of change	<ul style="list-style-type: none"><li>•Change management</li><li>•Manage ambiguity</li><li>•Innovation</li><li>•Courage</li></ul>	Occasionally
Business Performance	Delivers outcomes with commercial and organisational nous	<ul style="list-style-type: none"><li>•Financial management</li><li>•Risk mindset</li><li>•Data &amp; Analytics</li><li>•Technology</li></ul>	Rarely
Strategic Mindset	Sees ahead to future possibilities and things through challenges and	<ul style="list-style-type: none"><li>•Strategic focus</li><li>•Critical thinking</li><li>•Problem solving</li></ul>	Rarely

	obstacles to achieve outcomes	•Direction & purpose	
People Leadership	People orientated, embracing individual motivations and talents, role modelling expectations to develop the team	<ul style="list-style-type: none"> <li>•Humanistic</li> <li>•Future focused</li> <li>•Coach &amp; develop</li> <li>•Inspiring</li> </ul>	Occasionally

## Classification definitions

Accountability and extent of authority	<ul style="list-style-type: none"> <li>• Responsible for the achievement of horticultural works at the highest possible standard within the limit of budgetary constraint.</li> <li>• Responsible for the achievement of high levels of personal productivity and productivity of staff under supervision.</li> <li>• Responsible for the development of horticulture skills within the unqualified staff of the section.</li> <li>• Responsible for the maintenance of accurate records and the care of tools, equipment and other resources.</li> <li>• Accountable for ensuring works performed do not interfere with services of other Authorities.</li> <li>• Accountable for appropriate maintenance/servicing of plant and for advising Supervisor of problems arising.</li> <li>• Ability to clearly and respectfully converse with members of the public or other employees which involves explanations of specific procedures and practices with guidance and advice always available.</li> </ul>
Judgement and decision making	<ul style="list-style-type: none"> <li>• Evaluating sites and works instructions to achieve the job in the most productive and technically correct manner.</li> <li>• Application of appropriate procedures to tasks undertaken</li> <li>• Providing support to Parks &amp; Gardens Team Leader and Coordinator in implementation of section objectives.</li> <li>• Application of personal judgement in specialised work with procedures well understood and clearly documented.</li> <li>• Undertaking tasks within the role to be performed using a selection of a range of techniques, systems, equipment, methods or processes.</li> </ul>
Specialist skills and knowledge	<p>Horticultural skills sufficient to undertake the key responsibilities of the position. Demonstrated horticulture skills in:</p> <ul style="list-style-type: none"> <li>➤ Identification of horticultural plants.</li> <li>➤ Common pest and disease identification and control.</li> <li>➤ Fertiliser application to lawns, garden bed and trees.</li> <li>➤ Application of horticultural chemicals.</li> </ul> <p>Proficiency in the operation and maintenance of the standard suite of equipment used in horticulture.</p>
Management skills	<ul style="list-style-type: none"> <li>• Ability to manage self and supervise staff in order to achieve high</li> </ul>

	<p>levels of productivity and skills acquisition</p> <ul style="list-style-type: none"> <li>• Ensure the adherence to legislation and policy regulating work place activity.</li> <li>• Manage personal time in unsupervised positions to achieve high personal productivity.</li> </ul>
Interpersonal skills	<ul style="list-style-type: none"> <li>• Ability to communicate with all staff and external contacts when required.</li> <li>• Demonstrated ability to collaboratively work as part of a team.</li> <li>• Ability to deal politely and courteously (orally or with written communication) with clients, other employees and members of the public and in the resolution of minor problems.</li> </ul>

## Qualifications skills and experience

### Qualifications

- Trade Certificate in Horticulture (Gardening) through apprenticeship, or able to demonstrate a high level of experience, skills and knowledge in the horticultural industry will be highly regarded.
- Demonstrated skills in the use of light and medium mechanical plant.
- Experience in the supervision of staff directed at skills acquisition.

### Skills and experience

- Literacy and numeracy skills to maintain a diary, work records, read instructions and perform calculations for chemical application.
- Demonstrated ability in the use of a range of horticultural machinery and vehicular plant.
- Demonstrated communication and interpersonal skills, with a proven ability to work within a team environment.
- Strong commitment to customer focus.
- Demonstrates personal growth and resilience, supporting a positive emotional climate,
- Demonstrated skills in community inclusion with an ability to collaborate across Council, open and accepting of differences, creating community value.
- Ability to perform physical duties involving heavy lifting and manual digging.
- Ability to work flexible hours as required including call out at short notice for urgent works.
- Ability to work collaboratively with a range of internal and external stakeholders
- Understanding of OH&S practices and requirements.

## Licences and registrations

- Medium Rigid Truck Licence (desirable).
- Chemical Users Certificate (desirable) or preparedness to undertake as all P&G staff require this certificate.)
- Traffic Management Certificate (desirable) or preparedness to undertake as all P&G staff require this certificate.)
- A current Victorian Driver's Licence (mandatory).
- Current employment Working With Childrens Check

## Physical and psychological requirements

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights - above 10 kg	(X)	(✓)	(x)	(x)
Manual handling – above 5 kg below 10 kg	(✓)	(x)	(x)	(x)
Working with arms above head	(x)	(x)	(✓)	(x)
Manual handling – lifting above shoulder	(x)	(x)	(✓)	(x)
Repetitive bending/twisting	(✓)	(x)	(x)	(x)
Using vibrating / powered hand tools	(x)	(✓)	(x)	(x)
Close inspection work	(✓)	(x)	(x)	(x)
Working in dusty / slippery / wet conditions	(✓)	(x)	(x)	(x)
Wearing safety shoes/boots (steel cap)	(✓)	(x)	(x)	(x)
Wearing hearing / eye protection	(✓)	(x)	(x)	(x)
Using chemicals	(✓)	(x)	(x)	(x)
Repetitive hand washing / cleaning	(x)	(x)	(✓)	(x)
Working at heights	(x)	(x)	(x)	(✓)
Working in confined spaces	(x)	(x)	(x)	(✓)
Working in heat (over 35 C)	(x)	(x)	(✓)	(x)
Working in cold (under 5 C)	(x)	(x)	(✓)	(x)
Driving vehicles / operating plant	(✓)	(x)	(x)	(x)
Using a keyboard	(x)	(x)	(✓)	(x)
Writing by hand	(x)	(x)	(✓)	(x)
Transcribing from hard copy	(x)	(x)	(x)	(✓)
Audio transcription	(x)	(x)	(x)	(✓)
Handling difficult customers onsite	(x)	(x)	(x)	(✓)
Handling difficult customers offsite	(x)	(x)	(✓)	(x)
Making decisions that impact on other employees (disciplinary / restructure / investigation)	(x)	(x)	(x)	(✓)
Other _____	(x)	(x)	(x)	(✓)

## Employee acceptance

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in carrying out my role and I will comply with the staff code of conduct at all times.

Employee  
Acceptance:  
(name and signature)

Date:

**PLEASE NOTE:**

*Personal, Health and gender Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.*