

Position Description

Position Title:	Qualified Gardener
Business Unit:	Asset Management Services – Parks
Department:	Infrastructure Services
Directorate:	Engineering Services
Classification:	Band 3
Date:	September 2022
Reports to:	Amenity Horticulture Service Coordinator
Supervises:	Apprentices, Contractors
Internal Liaison:	Often / daily [including as required to coordinate works]: Amenity Horticulture / Service Coordinator / Parks staff / Waste & Cleansing staff As required: Conservation & Horticultural Services Team Leader / other Council staff
External Liaison:	Often / daily: General public / Shopping centre traders – often daily As required: Contractors / Service authorities / Suppliers [to arrange goods]

1. Position Objectives

- Maintain, enhance, and develop the City's high quality passive parklands and streetscapes, ensuring that these areas are recognised by the community as premium gardens and surroundings.

2. Key Responsibility Areas / Position Specific Responsibilities **Also refer to Appendix 1 - Additional Key Responsibility Areas / Position Specific Responsibilities for all employees*

Main areas of responsibilities will include but is not limited to:

Horticulture

- Perform Horticulture and associated tasks in Parks, Streets and other Council operated facilities, including (but not restricted to) watering, weeding, pruning, litter collection, fertilising, use of trailers, hand tools and small plant.
- Assist with the development of annual and perennial planting programs as well as assist with the design of new garden beds and renovation work when required.
- Maintenance of high quality annual and perennial garden beds as well as irrigation systems when required.
- Ensure defined Service Standards are met, Plant and Equipment is maintained and available as well as compliance with Codes of Practice and Safe Operating Procedures, and other relevant guidelines.
- Demonstrated preparedness to work in adverse weather conditions and on rostered weekends and public holidays and after hours, particularly during warm weather.

Customer Service

- Strong customer service skills, communicating positively with member so the public, presenting a positive image for Council.

3. Overall Position Accountability and Authorities

The position is directly held responsible for:

- Performing broad tasks using developed skills working under general guidelines and supervision, using discretion in application of standard procedures.
- requiring contact with the public and other employees which involves explanations of specific horticultural procedures and practices.
- Accountable for quality and timeliness of their work and may be required to supervise and coordinate others, including trainees and apprentices.

4. Judgement and Decision-Making Skills

Judgement and decision making will be within the following scope:

Independently

- Nature of the work is specialised requiring use of personal judgement and originality in approach for solutions usually previously encountered procedures and practices.
- Tasks performed selected from a range of horticultural techniques, processes, and systems.

- Supervision and on the job training of apprentices, trainees, and contractors.

With Input

- Assist the Amenity Horticulture Services Coordinator with the development of horticultural plans, programs, and designs.

Recommends and Identifies

- Appropriate plant and equipment as well as plants for landscape projects.
- Identifies areas for improvement, including report relevant issues to the Amenity Horticulture Services Coordinator.

Guidance

- Works under general supervision, receiving direction from the Amenity Horticulture Services Coordinator.

5. Specialist Skills and Knowledge

The essential position requirements include:

- Demonstrated proficiency in the safe and competent operation of more complex equipment or plant.
- Skills in oral and written communication with clients, other employees and members of the public and in the resolution of minor problems.
- Technical skills, knowledge and understanding of horticultural practices

6. Management and Interpersonal skills

The essential position requirements include:

- Providing first line supervision of employees and apprentices under their control at the “work face” including on-the-job training and guidance.
- Interpersonal, oral, and written communication skills with clients, other employees, and members of the public and in the resolution of minor problems.
- Issues related to Council’s Human Resources and relevant Occupational Health & Safety policies, as well as the Charter of Human Rights are to be escalated to the Amenity Horticulture Service Coordinator

7. Qualifications and Experience (Key Selection Criteria)

Selection of the most suitable applicant will be based on the following:

Essential

- A recognised trade certificate or equivalent in Horticulture (or similar field), Certificate 3 or above, preferably with a commitment to further education. Relevant skills, knowledge and experience should include:
 - Experience in amenity horticulture, preferably with experience in maintaining irrigation systems.
 - Good understanding of plant selection and plant cultural requirements.
 - Skills in safe and competent operation of specific plant and equipment.
- Demonstrated preparedness to work in adverse weather conditions and on rostered weekends and public holidays and after hours, particularly during warm weather.
- Good interpersonal and communication skills, including an understanding of diversity in the workplace and community.
- A current (and ongoing) valid Victorian Drivers Licence supplied prior to offer of employment and commencement.

Verification

We certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

Prepared by:

Name:	Phoenix Wolfe	Signature:	
Date:	September 2022		

Manager:

Name:	Matt Berry	Signature:	
Date:	September 2022		

Director:

Name:	Paul Kearsley	Signature:	
Date:	September 2022		

Position Occupant:

Name:		Signature:	
Date:			

Inherent Physical / Cognitive Requirements of the position

Cognitive Demand	Yes	No
Regular communicating with team/work mates	✓	
Regular communicating with others	✓	
Verbal instruction and supervision of others	✓	
High concentration	✓	
Planning and problem solving	✓	
Job/task organisation	✓	
Short-term memory	✓	
Long-term memory	✓	

Summary of Physical Requirements

Date of last review: April 2015

Authorised by: Oliver Vido

Physical Requirement	Frequency of the Task			
	Constantly 67% - 100% of working day	Frequently 34 - 66% of the working day	Occasionally 6 - 33% of the working day	Rarely 1 – 5% of the working day
Crouch / Squat		Y		Driving, office duties, weeding, garden maintenance
Stooping / bending			Y	Avoidable if best work practices employed
Standing		Y		Driving, office duties
Sitting			Y	Driving, office duties
Walking		Y		
Pushing			Setting/packin g up, mowing	
Pulling			as above	
Reaching			Hedge trimmer, pruning, mowing	
Handling overhead			Pruning	Y
Twisting				Avoidable if best work practices employed
High Force				Pull starting: Mower = 45kg.f Hedge trimmer = 25kg.f Rotary Hoe = 30kg.f
Lifting / Carrying		Chemical application, living colour, annuals	Y	

Note: kilograms of force (kg.f) = amount of force or effort required to perform a specific task or part of a task

Definitions	
Mobility/Postures	
Sitting	Stay in a seated position
Standing	Standing in an upright position, moving less than three steps
Walking	In an upright position moving more than 3 steps
Crawling	Move on the hands and knees or by dragging the body close to the ground
Non-Manual Handling	
Crouch / squat	To lower the body by bending forward from legs and spine, buttocks on or near the heels
Kneeling	To lower the body
Bending	To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds
Reaching	Extending arms out in any direction
Twisting / truck rotation	Rotating the body to one side or the other without moving the feet
Fine manipulation / pinch grip	Fingers are on one side of the object and thumb on the other, typically without the object touching the palm
Power/open hand grip	Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended
Low level work	Performing manual handling actions at or near ground level
Manual Handling	
Lift / carry / hold	Raising or lowering an object from one level to another and holding / transporting the object using the hands, arms, or on the shoulders
Pushing / pulling	Applying force to move something away or closer to oneself, including static positions
Kilograms of force (kg.f)	Amount of force or effort required to perform a specific task or part of a task

Position Description

APPENDIX 1

Additional Key Responsibility Areas / Position Specific Responsibilities for all employees

Business Unit Responsibilities

- Undertake Emergency Management duties as required by assisting in Emergency Management activities.
- At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers, and employees.
- Make an ongoing, positive contribution to the Directorate.

Change Management

- Positively embrace, adopt and meet the challenges of change as it occurs within the organisation while possessing a 'can do' attitude in order to embrace new tasks and to assist others.

Team Effectiveness

- A demonstrated ability to work in a team environment and actively participate as a committed and valued team member to ensure a cohesive approach to achieving team and corporate objectives.
- Be a team player and adopt team practices that support a team approach across the organisation by supporting each other in a team environment to recognise individual team achievements and achieve team targets.

Organisational Requirements

- A committed employee, behaving in a manner consistent with personal and professional workplace standards, including responsibilities regarding child safety and wellbeing, as outlined in Council's Code of Conduct and other Council policies, procedures, and guidelines.
- In accordance with the responsibilities of your role, positively support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
- Make a positive contribution to Council and be mindful of the requirements outlined in the Victorian Charter of Human Rights in the provision of service delivery while respecting the rights of colleagues and customers at all times.
- Act respectfully, responsibly and be accountable for your actions.
- Ensure compliance to relevant OHS regulatory requirements and implement, promote, and maintain Council's OHS and return to work (RTW) policies, procedures, training programs and perform other duties as directed within the limits of acquired skills, knowledge, and training.
- Understanding of and ability to work with diversity within the workplace and community, including:
 - Zero tolerance of racism and expectations that staff [and volunteers] will act on incidents of racism; and
 - Supporting Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights.
- Perform other duties as directed within the limits of acquired skills, knowledge and training.
- Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.