



Gardener Position Description Full time

1. Industrial Instrument and Level

Municipal Employees (Western Australia) Award 2021
Base Level 4

2. Position Summary

- 2.1. The Plant Operator / General Hand is responsible for maintaining all Council parks, ovals, gardens, and reserves within the Shire.
- 2.2. Division / Department: Works Department

3. Position Objectives

- 3.1. Within Division: Responsible for the maintenance of parks and gardens and associated duties as allocated.
- 3.2. Within Department: Liaise with the Head Gardener and/or Manager of Works in relation to work programs, safety, operational matters, and day to day requirements.
- 3.3. Within Organisation: Carry out allocated work as directed by Head Gardener and/or Manager of Works.

4. Requirements of the Position / Selection Criteria:

4.1. Skills

- Ability to carry out all aspects of parks and gardens maintenance.
- Ability to operate various types of equipment and machinery, particularly in relation to garden maintenance.
- Sound communication skills, both written and verbal. (Including but not limited to timesheets, vehicle pre-starts and other reporting)
- Basic numeracy skills including adding and subtracting and the ability to use these skills with weight, volume, and distance measurements.
- Ability to work with minimal supervision.

4.2. Qualifications and Training

- Relevant qualifications in Horticulture (desirable) or demonstrated experience in garden maintenance and turf management, and the use of association plant and equipment.
- Hold a current National 'LR' class license. 'MR' or 'HR' class driver's licence is desirable.
- Senior First Aid.
- Hold a National (or Federal) Police Certificate (no more than 6 months old).

4.3. Knowledge and Experience

- General knowledge of Occupational Safety and Health regulations.

- Sound knowledge of garden maintenance procedures.
- Knowledge of repairing reticulation systems, including station controllers, various size valves, and hunter sprinklers.
- Working knowledge of herbicides and pesticides.
- Previous local government experience (desirable).
- Good knowledge of Shire area.

5. Key Duties & Responsibilities

5.1. Physical Requirements:

- Agility and fitness to use hand tools such as push mower, ride on mower, lawn edger, whipper snipper, leaf blower, shovel, fork, matlock and rake.

5.2. General:

- Maintain, mow and water various parks and gardens.
- Carry out annual fertilising program on all parks and gardens.
- Routine parks clean up and damage inspections. Collect all litter and hazardous material and dispose of in an appropriate manner. Inspect structures and amenities and report any damage to the Manager of Works or Works Admin Officer.
- Adhere to safety regulations and guidelines set by Council Policy and WorkSafe. Report any issues relating to safety through procedure outlined by Council Policy.
- Identify weeds and pests and use appropriate methods of control, i.e., through mechanical means or use of chemical control measures.
- Ensure cultivated plants and lawns are fertilised and groomed to maintain acceptable presentation.
- Identify reticulation problems with lawns and gardens and report them to the Head Gardener.
- Repair reticulation faults.
- Assist with construction projects and major maintenance works as instructed.
- Maintain presentation of open spaces, verges, drains etc, and keeping weed growth to a minimum.
- Report daily to the Head Gardener for instruction and inform of any operational matters.
- Perform any other duties within the employee's skill level, competence and training as directed by the Head Gardener or Manager of Works.

5.3. Occupational Safety and Health

- Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- Observe all standard operating procedures as directed by the supervisor and the use of personal protective equipment when provided.
- Report ALL accidents, incidents and hazardous situations arising in the course of work.
- Undergo random Drug and Alcohol testing as per Shire policy.

6. Organisational Relationships

6.1. Position is responsible to:

- Manager of Works
- Head Gardener

6.2. Position supervises:

- Nil

6.3. Key Relationships:

Internal:

- Manager of Works
- Leading Hands
- Works Administration
- Works Crew Personnel
- Chief Executive Officer

7. Extent of Authority

Works under direct supervision.

8. Public Responsibilities

To promote a favourable public image of Council's personnel, operations and the Shire in general.

Signed:

Signature:

Date

Employee

Supervisor

CEO

Position Description Review History

Created	Manager of Works	
Reviewed & Updated	8 July 2024	