



**SHIRE OF PERENJORI
POSITION DESCRIPTION**

1. **TITLE:** Gardener
2. **LEVEL:** Outside Employees work under an Enterprise Agreement in conjunction with the Local Government Industry Award 2020. Level 3-4 (Annual Salary between \$75,598 - \$76,683) dependent on experience, including 5 hours guaranteed overtime per fortnight as per Enterprise Agreement.
3. **DIVISION/SECTION:** Infrastructure Services/Parks and Gardens
4. **POSITION OBJECTIVES:**
 - 4.1 Objectives of Position:

To carry out development and maintenance works to public Parks, Gardens and Reserves in an efficient/safe manner throughout the Shire.
 - 4.2 Within Section:

To operate as an effective team member by completing tasks involving light plant operation and gardening/laboring duties in order to achieve the completion of Council's works program, under the direction of the Team Leader- Parks & Gardens and General Services.
 - 4.3 Within Organisation

To ensure the achievement of Council's Parks and Gardens objectives by operating plant/equipment and completing duties in a safe, efficient and effective manner.
5. **REQUIREMENT OF THE JOB:**
 - 5.1 Skills:
 - Developed plant operation and user maintenance skills- mowers, slashers, tractor, brush cutters, spray equipment, etc.
 - Developed landscape construction and maintenance skills.

- Skilled in use of basic/intermediate horticultural techniques – pruning, planting, etc.
- Good chemical application and handling skills.
- Good verbal/written communication skills.
- Basic construction plant operational/user maintenance skills.

5.2 Knowledge:

- Sound knowledge of safe working practices and procedures.
- Sound knowledge of appropriate plant species.
- Developing knowledge of local area;
- Developing knowledge of Council Policies relevant to work area.

5.3 Experience:

- Experienced in development and maintenance of public parks, gardens and reserves.
- Experienced in chemical application and handling.
- Experienced in installation/maintenance of reticulation systems.
- Experienced in turf management.

5.4 Qualifications and/or Training:

- Completed (substantial components) Horticultural certificate.
- Hold current “MR” class motor vehicle driver’s license. (minimum)
- Current First Aid qualifications.
- Completed relevant Municipal/other training courses.
- White card

6. KEY DUTIES/RESPONSIBILITIES:

Under the direction of the Team Leader- Parks & Gardens and General Services:

- Completion of development/landscaping/maintenance tasks to Council’s public parks, gardens and reserve assets.
- Operational/ maintenance of plant/equipment in a safe efficient manner under general direction.
- Application of appropriate horticultural chemicals.
- Responsible for materials, tools, equipment, plant used.
- Provide assistance to Infrastructure Services section, as required.
- Required to ensure safety on worksites of self, other staff and public in accordance with safe working procedures.
- Attend emergency callouts as directed by Team Leader/or Manager Infrastructure Services.
- Responsible for quality of own work under routine direction.

7. ORGANISATIONAL RELATIONSHIPS:

7.1 Responsible to: Team Leader- Parks & Gardens and General Services

7.2 Internal Liaison:

- Other Works and Services staff
- Manager Infrastructure Services
- Chief Executive Officer
- Team Leader- Roads
- Team Leader Mechanical
- Administration Staff

External Liaison:

- Suppliers, contractors, residents and ratepayers

8 SELECTION CRITERIA

8.2 Essential:

- Experienced in development and maintenance of public parks, gardens and reserves.
- Sound knowledge of safe work practices and procedures.
- Hold current MR" class motor vehicle driver's license.
- Developed plant operation and user maintenance skills.
- Good verbal/written communication skills.
- Experience working within a team environment.
- Experience in installation/maintenance of reticulation systems.

8.3 Desirable:

- Skilled in turf management techniques.
- HR license or higher
- Developing knowledge of local area.
- Current First Aid qualifications;
- Completed relevant Municipal/other training courses.
- Skilled in basic construction plant operation/user maintenance.
- Developing knowledge of Council's Policies relevant to work area.

COMMITMENT TO SAFETY;

Safety in the workplace is essential to the wellbeing of all staff, visitors, volunteers, Councillors and others involved with the operations of the Shire.

Your commitment to Occupational Health and Safety requires:

- Understanding of your legal safety responsibility

- Adherence to all organisational safety policies, procedures and processes
- The timely reporting of any hazard, incident or accident
- Participation in reducing hazards and facilitating a safer place to work
- Commitment to a safe workplace