

POSITION DESCRIPTION

Position number	TBC	Directorate	Infrastructure and Delivery
Position Title	Gardener	Work Group	Parks and Open Spaces
Classification Band 3 This role reports to the Team Leader of Parks and gardens and works with a small team to undertake maintenance on high profile areas within the Hepburn Shire. Work is well defined but particular method, processes and equipment selection will be at the discretion of the gardener to comply with all HSC safety policies and procedures. Band 3 employees will generally have gained experience in the workplace to undertake the work activities listed in the position description and may hold a pre-tertiary qualification in the relevant or similar field.			
Reports To	Parks and Gardens Team Leader	Location	Municipal depot and various locations within the Shire
Tenure	Full time	Date Approved	January 2024
VALUES & INCLUSION Hepburn Shire Council values and appreciates a diverse and inclusive workplace. All staff are to adhere to organisational values and respect diversity and inclusion in the workplace. Council has a zero tolerance for child abuse and acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. Council staff must ensure that their behaviours and actions are consistent with these standards at all times.			

PRIMARY OBJECTIVE

The role of the gardener is to deliver a wide range of high quality horticultural management practices through out public gardens and street scapes within the Hepburn Shire Council, whilst working within a team environment.

HEALTH AND SAFETY/RISK MANAGEMENT

Staff are required to follow workplace health and safety requirements and obligations in accordance with legislative frameworks, Council policies and workplace procedures at all times. Staff will also observe and comply with Council's Risk Management Policy, program and the application of sound risk management practices within the workplace and the community.

KEY DUTIES AND RESPONSIBILITIES

1. This role assists the Parks and Open Space Team Leader in managing and obtaining materials and resources, to achieve horticultural objectives within the Wombat Hill Botanic Gardens. Tasks include and mowing, use of chainsaw, chemical handling and measuring chemicals.
2. To undertake organised and coordinated weekly and cyclical works programs with day-to-day decision making to ensure that the highest standards of services are implemented.
3. Contribute to the direction of the team by participating in meetings and providing input to review systems and processes with the team to ensure flexible and responsive service delivery.
4. Undertake a broad range of horticultural maintenance and development tasks in accordance with agreed standards, practices and procedures.
5. Contribute to the growth and continual improvement of HSC horticultural assets.
6. Operate horticultural equipment and machinery demonstrating horticultural best practices and complying with relevant OHS legislation policies and procedures. Some equipment can weigh 4kg or more.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

To accept accountability for the quality of work performed, works under supervision with the scope at times for limited discretion, to promote good relations with visitors and tourist.

JUDGEMENT AND DECISION MAKING

Tasks are generally routine and clearly defined and the work is mostly based on established procedures. The need to concentrate for extended periods of time and make decisions while working

SPECIALIST KNOWLEDGE AND SKILLS

Ability to operate ride-on lawn mowers, chainsaws and brush cutters, ability to operate power equipment and hand tools, Herbicides, their selection and application, horticultural knowledge including identifying weeds and pests and being able to treat this using best practice including chemical, mechanical and manual handling. Understanding of the maintenance of reserve equipment and amenities.

MANAGEMENT SKILLS SHIRE COUNCIL

Time management and planning skills required to always maintain the areas in acceptable condition.

INTERPERSONAL SKILLS

To be able to liaise with fellow staff, to be able to communicate with the general public and council members, explain the customer service request process, the ability to submit timesheets and records.

QUALIFICATIONS AND EXPERIENCE

Certificate 3 qualification in Horticulture

Chainsaw operation Chemical users certificate

Truck license - medium rigid

Selection Criteria

Essential

- Trade or certificate in Horticulture or lesser formal qualification with 5 + years of experience.
- Competency in the application of technical skills and knowledge associated with managing a diverse range of botanical assets including knowledge of current horticultural practices, plant identification, curation, and performance.
- Demonstrated ability to manage time, set priorities as well as plan and organise work for both self and team to achieve set objectives in the most efficient way possible within the available resources and timeframe.
- Excellent verbal communications skills and the capacity to deal with employees and the public effectively.

- Ability to demonstrate and display the Hepburn Shire Council Values - Accountability, Respect, Excellence, Trust and Fun.

Desirable

- Experience working within a Local Government environment is desirable but not essential.
- Current medium rigid driver’s license, a chainsaw operating certificate, first aid certification, farm chemical users certificate, traffic management qualification and OH&S general induction for construction sites.
- Demonstrated experience in a large public garden such as Botanical Garden and/or the operations of associated organisations.

Employee Acknowledgement

As occupant of the role, I have read and understood the duties, responsibilities and other requirements consistent with a Band 3 Employee and as outlined in this position description:

Name: _____
Signature: _____
Date: _____