

Position Description: **Apprentice – Golf Course**

POSITION DETAILS

Position grade	Trainee pay scale		
Position type	Term contract, full-time/part-time		
Reports to	Tradesperson, Team Leaders, Supervisors and Coordinators		
Department	City Operations		
Job function group	Operations		
Staff reporting responsibilities	Nil	Budget responsibility	Nil

Our purpose is to provide valuable services that strengthen and support the Cumberland Community. Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

To undertake activities that will assist in the maintenance of Council's City Open Spaces including passive parks, sportsgrounds, streetscapes, tree operations, recreation facilities, bushland and riparian areas and ensure that these open spaces remain in excellent condition, safe and suitable for use by the community to assist in ensuring customer and community satisfaction with Council's parks operations.

QUALIFICATIONS AND EXPERIENCE

Essential

- Demonstrated ability to deal in a positive and courteous manner with the public and other workers
- Good verbal and written communication skills – ability to write clearly and neatly when completing necessary paperwork
- Ability to work as part of a team with good interpersonal skills
- Sound knowledge and practical application of WHS principles and the Work Health and Safety legislation
- Basic computer skills
- Demonstrated basic level of understanding of horticulture or greenkeeping
- General Induction Construction Card (White Card) (or willing to obtain).

Desirable

- Class C drivers licence (including Provisional 1 or 2)
- Current HLTAID011 Provide First Aid.

EMPLOYMENT SCREENING CHECKS

- ☐ Drivers licence check

DUTIES AND RESPONSIBILITIES

This position reports directly to the Tradesperson and Team Leader in the Parks Operations team. Other key relationships include the Supervisors and Coordinators for Active and Passive Parks, the Manager City Open Spaces, all other Council staff, members of the public/residents, employees of other Council's, product and equipment suppliers and contractors.

- Work in conjunction with other Parks Operations team members to undertake programmed and reactive maintenance works in Council's parks including but not limited to:
 - parks
 - street verges mowing
 - trees
 - gardens
 - sportsgrounds/renovations
 - litter removal
 - playgrounds
- Optimise parks operations productivity through implementing current industry best practices
- Provide operational support to other Parks Operations team members
- Operate small plant and equipment including, but not limited to, ride on mowers and horticulture maintenance equipment
- Undertake traffic control operations
- Maintain complete and accurate records of works undertaken
- Ensure plant and equipment is correctly used, maintained and kept in a clean and tidy condition
- Participate in trials of new techniques and systems of work to improve work practices and productivity
- Carry out all duties in accordance with all relevant legislative, industrial and Council policy requirements and standards and procedures including the areas of EEO, Code of Conduct, all staffing policies
- Maintain a high standard of work quality, safety and environmental protection in all works under your control
- Practically apply WHS principles and maintain all requirements of the Work Health and Safety legislation
- Conduct on site risk assessments at each job location
- Actively participate in all training requirements including the training of other work colleagues
- Act in a manner consistent with the values of Cumberland Council and demonstrate integrity, inspiring trust, avoiding conflicts of interest and promoting high standards in all work
- Undertake other parks operations duties as required.



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YOUR CORPORATE ACCOUNTABILITIES

Work Health and Safety (WHS)

- In accordance with Council's Work Health and Safety Statement, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have sited this statement.
- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to Safe Work Method Statements, Safe Work Procedures, WHS Policies/Statements, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Comply with any reasonable instructions from Council's Managers in compliance with the WHS Roles and Responsibilities Procedure
- Wear all personal protective equipment (PPE) applicable to this position and comply with Council's Personal Protective Equipment Procedure
- Comply with Council's COVID-19 Vaccination Procedure throughout employment with Council
- The Executive Managers, Managers, Coordinators and Team Leaders are responsible, and will be held accountable, for ensuring WHS policies and programs are effectively implemented within their areas of control, to support all under their immediate control and hold them accountable for their specific responsibilities.

Child Safe Organisation

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supportive Council environment, which endeavours to promote child safe, child friendly practices.
- If this position is designated as child-related as defined by the Office of the Children's Guardian, you will be required to hold a valid Working with Children Check (WWCC) if over the age of 18. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.
- If this position is not currently designated as child related, Council may review this at any time and choose to amend the position to be designated as child related. Employees will be duly notified if this was to occur.

Fraud and Corruption Prevention

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to their Manager, Director, or Council's Internal Ombudsman in the first instance, who is obliged to inform the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.



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Customer Service

- Cumberland City Council are committed to striving for the delivery of excellent customer service. All employees will be held accountable to provide excellent service and the highest level of professionalism whilst performing the duties outlined in their position description.
- To contribute to this customer service oriented culture, it is expected that all employees respond to customer enquiries via all channels of communication relevant to your position, including phone calls, emails and requests/applications tasks via Council's customer request management system. You will also be expected to provide information in a timely, accurate and reliable manner in your position to ensure you deliver a positive customer experience.

SIGNATURE AND ACCEPTANCE OF POSITION

Employee name

Employee signature

Date of acceptance



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