POSITION DESCRIPTION

A. POSITION PROFILE

Position:

Parks & Gardens Attendant

Position Evaluation:
Award: Band 1 Level Entry

Salary System Grade: 3

Conditions of Employment:

Australian Citizen or Right to Work in Australia
Local Government (State) Award 2023
Permanent Full-time

Additional Benefits:

Nine Day Fortnight

12% Superannuation

Position Occupant:

Vacant

Department:

Regional Services - Gundagai

Section/Group:

Parks & Gardens

Direct Supervisor:

Parks & Gardens Foreman - Gundagai

Number of Staff Supervised by this position:

Nil

B. STATEMENT OF FUNCTION

Operate parks and gardens plant, including mowers, tractors, street sweepers, elevated work platform and spray equipment, as directed by the Parks Foreman, and contributes to the manual labour pool within the Facilities Department.

To provide general labouring, maintenance and garbage collection services at Council's parks, gardens, plantations and sporting facilities

C. KEY RESPONSIBILITIES

1. Carry out duties as directed to maintain Council's parks, gardens, plantations and sporting fields to a high level of presentation/visual amenity and preparedness for users of these facilities and the general public.
2. Operate grounds keeping and gardening tools and equipment effectively and efficiently, following Safe Work Method Statements and manufacturer's instructions to achieve Council's goals and objectives.
3. Support the Parks and Gardens team to supply labour on work activities as directed.
4. Comply with Council's Work Health and Safety policies and procedures and ensure all work is conducted in a safe manner.

D. DUTIES

1. Undertake garden labour duties such as tidying, weeding, spraying, fertilising and mulching of garden areas and streetscapes.
2. Assist with maintenance and installation of irrigation systems and equipment.
3. Assist with Council's tree management program, including establishment and maintenance.
4. Operate plant effectively and efficiently to achieve Council's goals and objectives.
5. Use and maintain tools and equipment to complete tasks effectively and efficiently.
6. Assist with garden and landscape maintenance and construction.
7. Clear and remove vegetation, rubbish and debris from thoroughfares, roadsides and streets.
8. Set up / dismantle and mark out sporting fields and ovals.
9. Manually collect and empty rubbish bins, including sharps disposal units.
10. Control traffic at worksites.
11. Complete required workplace records.
12. Maintain worksite/workplace tidiness and cleanliness.
13. Attend to maintenance, cleaning and repairs of Council assets as directed.
14. Operate Council plant and equipment as directed and to the level of training and licensing achieved.
15. Respond to emergency situations as requested.
16. Undertake training to update, maintain and advance personal skill levels and in compliance with relevant workplace legislation.
17. Respond to inquiries from members of the public and provide information within scope of responsibility.
18. Carry out other duties within the bounds of the level of responsibility of this position, as instructed by management.
19. Comply with Council's Model Code of Conduct, policies and procedures and management directives.
20. Commit to EEO, diversity and merit based selection principles.

E. ESSENTIAL CRITERIA

1. Driving Licence Class C (Car)or P (Provisional)
2. Experience in small plant operation and gardening / labouring duties (Minimum two years preferred).
3. Proven ability to operate small plant such as mowers and tractors.
4. WHS Construction Induction (NSW White card)
5. Chemical Handling Certification AQF 3 (e.g. ChemCert, SMARTtrain).
6. Basic Literacy and Numeracy skills to follow written communication and complete standard forms.
7. Demonstrated interpersonal and communication skills.
8. Proven ability to work effectively in a team environment.

F. DESIRABLE CRITERIA

1. Driving Licence Class HR (Heavy Rigid)
2. RMS Traffic Controller Certification (Blue Card or equivalent)
3. Chainsaw Operation certification (Level 1 and 2)
4. Experience working at heights