

Leeton Shire Council

POSITION DESCRIPTION



Leeton Shire Council Staff Mission and Values:

- ✓ *Our mission is to be proudly trusted by the Councillors and the Community to deliver for them the very best outcomes in the most effective manner whilst enjoying a harmonious workplace that values and rewards its workforce for service excellence.*
- ✓ *We are a values-driven workforce and are committed to demonstrating a set of shared values that we have cogenerated as a team of staff. These are:*

Trust Respect Integrity Collaboration Communication Innovation

- ✓ *With these values leading how we perform our roles, staff have the chance to develop as leaders in their own right, enjoy a sense of **wellbeing** and **safety** and show and receive **loyalty**.*

POSITION DETAILS

Position Title	Horticultural Tradesperson
Directorate	Operations
Department	Open Space & Recreation
Location	Leeton Shire Council depot, Vance Estate, Leeton
Salary Grading	Grade 7
Employment Status	Fulltime (<i>after the successful completion of a three-month probation period</i>)
Hours of Work	Currently a nine day fortnight (76 hours – Monday to Friday) Note: This is subject to change if determined by the General Manager or delegate.
Supervisor	Open Space & Recreation Supervisor
Staff Reporting to Position	▪ Nil
Key Internal Relationships	▪ Open Space & Recreation Coordinator ▪ Open Space & Recreation Supervisor ▪ Water and Wastewater team ▪ Golf Course Superintendent ▪ Roads team ▪ Workshop
Key External Stakeholders	▪ Contractors ▪ General Public

PRIMARY PURPOSE OF POSITION

- ❖ Under the direction of the Open Space & Recreation Supervisor:
 - Lead a small team of staff to carry out work to ensure Council's parks, gardens, sporting fields, trees and reserves are maintained to a high standard of appearance in an efficient and effective manner.

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document.

All staff are expected to demonstrate behaviours that align with Leeton Shire Council core values, Code of Conduct, Child Safe Policy and Equal Employment Opportunity Principles.

POSITION ACCOUNTABILITIES AND RESPONSIBILITIES

Finance:

- ❖ Comply with relevant budget processes and procedures, ensuring appropriate charge numbers and costing codes are used

Strategy:

- ❖ Contribute to the review and updating of internal business processes

Customer/Stakeholder:

- ❖ Attend to customer requests and enquiries
- ❖ Provide specialist information and advice to customers
- ❖ Inform customers of maintenance and repair work to be carried out that directly impacts them

People Management:

Nil

Operations:

- ❖ Liaise daily with the Open Space & Recreation Supervisor.
- ❖ Lead a small team of staff and set an example in achieving Council's required work standards and performance in:
 - Work Health and Safety;
 - Parks and gardens establishment and maintenance;
 - Sports and recreation grounds establishment and maintenance;
 - Turf maintenance;
 - Tree pruning and removal;
 - Irrigation Systems;
 - General amenity horticulture.
- ❖ Supervise and carry out routine maintenance and regular servicing of plant.
- ❖ Monitor and set an example for all WH&S requirements with the work team including uniform issues.
- ❖ Advise and assist apprentices and labourers within the team on work practices and Council policies.
- ❖ Provide technical input and advise on turf, arboriculture, irrigation and landscape construction and maintenance issues when required.
- ❖ Help promote the image of Council
- ❖ Other duties as required consistent with the level of competencies of the position and in line with the principle of multi skilling.

WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the safety of themselves, all employees of council and members of the public. Workers have the following responsibility, authority and accountability:

- ❖ Working safely so as not to put yourself or others at risk.
- ❖ Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented.
- ❖ Cooperating and complying with safe work methods statements, policies and procedures and participating in their development.
- ❖ Reporting all accident, incidents and hazards to your supervisor/manager immediately and participating in accident/incident investigation and risk management activities.
- ❖ Attend all WHS training.

A full list of Leeton Shire Council's WHS responsibilities and accountabilities are available within the '[Conditions of Employment Essential Information](#)' document.

SELECTION CRITERIA

Essential

Qualifications/Licences/Experience

1. Trade Certificate in Horticulture/Parks and Gardens or equivalent.
2. Sound technical knowledge and experience in:
 - Turf management practices
 - Amenity trees
 - Horticultural facilities
 - Irrigation systems
 - Noxious weed control
 - Plant science
3. Possess and maintain a current MR Truck Driver Licence. Failure to maintain such licence may be grounds for dismissal.

Skills and Attributes:

1. Ability to work unsupervised and lead a small team
2. Demonstrated excellent interpersonal skills with the general public and fellow employees.
3. Demonstrate an ability to solve problems by reference to the Supervisor.
4. Accept participation in and willingness to attain skills training as and when required.
5. Understanding of Work Health and Safety rules and regulations including the wearing of protective clothing.
6. Demonstrate a tolerance for constructive change.

Desired Requirements or a desire to attain knowledge and competency in the following:

- ❖ Certifications in:
 - Arboriculture
 - Chainsaw Operations
 - Chemical Application
 - Urban Irrigation
- ❖ Forklift Licence
- ❖ Elevated Work Platform Licence
- ❖ Competencies in:
 - Front-end Loader operation
 - Skid Steer



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Jackie KRUGER
General Manager

I hereby accept the terms and conditions set out in this position
description for Horticultural Tradesperson

Dated this day of 20....

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Signature