

POSITION TITLE AND NUMBER:	Parks Worker – Horticulture (#178)
EMPLOYMENT STATUS:	Full time, Ongoing
CLASSIFICATION:	Operational Band 3
UNIT:	Parks and Open Space

THE UNIT

The Parks and Open Space unit manages a large portfolio of parks, gardens, reserves, sports fields and areas of open space with skilled and committed staff that are able to implement a range of specialised park, horticultural and environmental management techniques and practices. The unit is also responsible for the planning and design of the City's public spaces including parks, play spaces, recreation areas and streetscapes and oversees open space planning within new residential areas. For further information please visit our [Public Gardens Website](#) and [Urban Tree Management website](#)

POSITION OBJECTIVE

- Ensure the City's Parks and Gardens are maintained to a high standard while promoting a positive image of the City.

KEY RESPONSIBILITIES AND DUTIES

- Assist with implementing daily horticultural maintenance requirements to ensure the City's parks and gardens are presented to a high standard.
- Undertake all other general maintenance as required, including but not limited to, mowing, weeding, rubbish and litter removal, edging, herbicide spraying and irrigation system maintenance.
- Assist in the design, preparation and implementation of floral displays.
- Plan and organise resources necessary to accomplish maintenance tasks.
- Report regularly to the Team Leader – Horticulture on the effectiveness and efficiency of horticultural maintenance operations with the view to improve traditional work practices.
- Carry out other duties as may be required that are within the limits of the employee's skills, ability, competence and training, as directed by the Supervisor.

SKILLS AND ATTRIBUTES

Technical/specialist skills:	Horticulture, chemical handling, pruning practices, plant pest and disease identification
Personal attributes:	Communication, teamwork, flexible, organised

ORGANISATIONAL RELATIONSHIPS

Reports to:	Team Leader - Horticulture
Supervises:	May be required to supervise other staff in similar or related work
Internal Liaisons:	Parks and Open Space staff members and other City employees
External Liaisons:	Private nursery staff, general public, external suppliers and contractors

ADDITIONAL INFORMATION

- A satisfactory Police Record Check and evidence of any required vaccinations is required for this position.
- The City of Greater Bendigo is proudly a child safe organisation and adheres to the Victorian Child Safe Standards and related legislation.
- You will comply with and follow all Occupational Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.

- You may be provided with or use equipment that contains electronic monitoring devices.
- Some flexibility in working hours is required including early starts, weekends, public holidays and/or evening work.
- The Presentation and Assets Directorate operates under a standards based Integrated Management System (IMS) for Quality, OH&S and Environment. All Presentation and Assets Staff are required to comply with the requirements of the IMS.

QUALIFICATIONS

- Certificate or equivalent and/or knowledge and skills applicable to Horticulture and associated works or a related trade certificate.
- Chemical Handling Accreditation for the safe and proper use of herbicides and insecticides.
- A current driver's licence including the ability to drive a manual vehicle is preferred.

KEY SELECTION CRITERIA

- Demonstrated knowledge and experience in horticulture and undertaking park maintenance activities.
- Demonstrated experience in the safe operation of a variety of plant and equipment, including competent use of herbicides and fertiliser.
- Ability to work as an effective team member.
- A strong focus on customer service with good interpersonal and communication skills.

Position Demands	Rare <5% of the time	Occasional 5% - 33% of the time	Frequent 34% - 66% of the time	Constant >66% of the time	N/A
Physical demands					
Sitting		✓			
Standing			✓		
Walking			✓		
Stairs/ climbing ladders		✓			
Squatting/ bending/ crouching			✓		
Neck movement			✓		
Trunk movement including rotation			✓		
Foot movement			✓		
Bilateral upper limb use - below shoulder height				✓	
Bilateral upper limb use - above shoulder height			✓		
Repetitive movement of upper limb			✓		
Gripping with hands			✓		
Fine motor skills		✓			
Reaching forward			✓		
Lifting - up to 10kg			✓		
Lifting - between 10kg and 20kg		✓			
Carrying – up to 10kg			✓		
Carrying – between 10kg and 20kg		✓			
Pushing/ pulling objects			✓		
Working in confined spaces					✓
Exposure to hazardous noise		✓			
Balancing / uneven ground			✓		
Exposure to vibration		✓			
Exposure to extreme heat/cold and/or UV radiation			✓		
Exposure to airborne hazardous substances		✓			
Exposure to infectious diseases	✓				
Cognitive / Psychological demands					
Management of resources/personnel/financial/material					✓
Verbal communication			✓		
Attention to detail or concentration			✓		
Reading/Written literacy		✓			
Numerical skills		✓			
Exposure to distracting stimuli	✓				
Working co-operatively with others				✓	
Performance of multiple tasks with time management skills			✓		
Exposure to sensitive or distressing content or events	✓				
Deadline pressures – activities are performed under time restraints		✓			
Dealing with challenging behaviours, including aggression or conflict with public		✓			
Task unpredictability		✓			
Frequency of decision making		✓			
Working remotely or in isolated work		✓			
Other					
Vaccinations that may be required	N/A				

OPERATIONAL BAND 3 CLASSIFICATION DESCRIPTORS

Accountability and extent of authority:

- Ability to perform work under general supervision.
- Skills in contact with the public and other employees which may involve explanation of specific procedures and practices.
- May be required to supervise and coordinate others in similar or related work.
- Accountable for the quality, quantity and timeliness of one's own work in so far as available resources permit, and for the care of assets entrusted to them.

Judgement and decision making:

- Exercise personal judgement in making day-to-day decisions regarding works under one's direct control within developed standards, guidelines and accepted work practices. The nature of work is usually specialised with procedures well understood and clearly documented.
- Particular tasks to be performed will involve making a selection from a range of techniques, systems, equipment, methods or processes.

Specialist skills and knowledge:

- Require proficiency in the operation of more complex equipment or knowledge of the use of plant which requires the exercise of judgement or adaption.
- Understanding and application of quality control techniques.
- Performance of trades and non-trade tasks incidental to the work.
- Provision of trade guidance and assistance as part of a work team.
- Provision of formal training programs in conjunction with supervisors and trainers.
- Basic administrative skills including the accurate preparation of relevant records eg. timesheets, job cards and checklists.
- Demonstrated knowledge and understanding of park maintenance activities including the preparation of caring and annual garden displays.

Management skills:

- Ability to provide employees under one's supervision with on-the-job training and guidance when needed.
- Basic understanding and knowledge of personnel practices.

Interpersonal skills:

- Ability to demonstrate and display the City's staff values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- Skills in oral and written communication with clients, other employees and members of the public.
- Ability to resolve minor problems.