



Paroo Shire Council Position Description

Title:	Gardener
Award:	Queensland Local Government Industry Award (Stream B) – State 2017, and Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024.
Level:	2
Employment Basis	Full Time
Department:	Infrastructure
Location:	Cunnamulla

Position Objectives

You will be required to undertake horticultural maintenance and improvement activities within the Paroo Shire to achieve a high standard of presentation and a high level of public safety and satisfaction. You will undertake key responsibilities in a professional, efficient, and timely manner; and contribute to Council's aim of being a high performing organisation.

Reporting Arrangements and Delegations

This role reports directly to the Parks & Garden Supervisor.

Key Selection Criteria

1. Perform all tasks in a manner that does not place at risk the health and safety of any person.
2. Seek assistance when unsure of how to perform a task.
3. Ensure you observe, understand, and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures, and directives.
4. Regularly inspect your work environment for hazards
5. Inspecting playgrounds and equipment
6. Immediately report all workplace incidents, accidents, near-misses, and hazards to a supervisor
7. The application of relevant horticultural knowledge and appropriate practices.
8. Maintain High-profile turf areas in public spaces
9. Undertake annual & perennial bed installation and maintenance.
10. Event venue preparation and clean-up
11. Undertake all duties as directed by the Parks and Garden Supervisor
12. This may include small plant operation or labouring.
13. Provides a high level of communication within the team and customer service to the community and all workers at Council
14. Be a positive representative of Council when working in public and speaking to community members and visitors

Skills and Experience

- Demonstrated experience operating and maintaining a wide range plant and equipment and be capable of carrying out physical requirements of this position including manual labouring as required.
- Flexibility to work hours as operationally required to complete works and the ability to work with minimal supervision when necessary.

- The ability to communicate effectively to understand, follow and execute verbal and written instructions.
- Hold or have the ability to obtain a range of tickets including, but not limited to; Backhoe Front End Loader, Skid Steer, Current Traffic Controllers Ticket, Excavator, Roller, Grader, Forklift, HR or above Driver Licence

Qualifications

- Hold a current C Drivers licence,

Desirable

- HR Drivers Licence
 - Hold or have the ability to obtain a range of tickets including, but not limited to; Backhoe Front End Loader, Skid Steer, Current Traffic Controllers Ticket, Excavator, Roller, Grader, Forklift, HR or above Driver Licence
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Key Responsibilities and Duties

- Scheduled implementation and maintenance of priority Council high profile annual and perennial displays around facilities including:
 - Civic and Community Enterprise Centre
 - Cunnamulla Fella Centre
 - Cunnamulla Commercial CBD, including Jane St, Stockyard St and Garden St.
 - Operate, maintain, and clean small plant and equipment, including mowers (push & ride on types), brush cutters, chippers, chain saws leaf blowers.
 - Labour using tools including shovel, rake, mattock, fork and similar.
 - Competently and safely driving/operating/using/maintaining vehicles, plant, machinery, equipment, and tools in accordance with manufacturer's specifications and Regulations
 - The employee is required to report the need for maintenance and/or repair of Council assets observed during undertaking normal duties. If the matter can be readily dealt with, the employee is encouraged to rectify the issue on the spot.
 - Disease and pest identification and control including integrated pest management.
 - Installing, operating, repairing, and maintaining irrigation systems.
 - Fertilising and herbicide application.
 - Undertake other duties as directed by Council.
 - Safe removal of Sharps
 - Visual / Routine Inspection of Playgrounds & Equipment
 - The employee is required to identify any wasteful, ineffective, and inefficient processes, methods, practices, and use of resources, and suggest improvements to his/her supervisor.
 - Perform all tasks in a manner that does not place at risk the health and safety of any person
 - Seek assistance when unsure of how to perform a task
 - Ensure you observe, understand, and comply with all Occupational Health and Safety legislation, Regulations, Codes of Practice, Policies, Procedures and directives
 - Regularly inspect your work environment for hazards
 - Immediately report all workplace incidents, accidents, near-misses, and hazards to a supervisor
 - Support the return-to-work plan for any injured worker when returning to work
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ADDITIONAL POSITION REQUIREMENTS

The incumbent must be:

- Prepared to work flexible hours to meet the requirements of the position;
- Willing to obtain a 'Blue Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
- Medically fit and physically capable to meet requirements of the position;
- In compliance with legislation and Paroo Shire Council Policy you will be required to provide a current National Police Check Certificate and have a Pre-Employment Health Assessment.

Ethical Behaviour

Employees must:

- Perform all jobs, tasks and processes in accordance with relevant guidelines and standards;
- Operate and maintain all Council assets including plant, fleet and equipment within Council guidelines and manufacturers' specifications;
- Behave in a manner consistent with Council's Code of Conduct and HR policies and the Local Government Act 2009; and
- Maintain confidentiality of all Council information obtained during the course of employment.

Customer Service

Employees must:

- Foster and maintain strong public relations with Council's ratepayers, clients and other bodies directly or indirectly associated with Council; and
- Provide consistent and excellent customer services to all stakeholders.

Teamwork and Participation

Employees must:

- Establish and maintain effective professional relationships with the Chief Executive Officer, managers, supervisory staff, employees and contractors; and
- Maintain a positive team culture based on honesty, trust and integrity.

OTHER INFORMATION

- Paroo Shire Council is an Equal Employment Opportunity employer;
- All Employees within Council are subject to an initial three-month probationary period; and
- It is essential that applicants are interested in the lifestyle and unique rewards of working towards the development and prosperity of a small rural remote community.

PHYSICAL REQUIREMENTS

SEDENTARY WORK							
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input type="checkbox"/>	
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>	
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input checked="" type="checkbox"/>	
WORK ENVIRONMENT							
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE	
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cold	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dampness	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fumes/gases	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION				
Noises	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Maximum seat rating of 120kgs				
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS	
This job may include:							
Standing/Walking	Sitting	Driving		Hearing	<input checked="" type="checkbox"/>	Foot Movement	<input checked="" type="checkbox"/>
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	None	Depth Perception	<input type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	Occasional	Colour Discrimination	<input checked="" type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>

<input checked="" type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	<input checked="" type="checkbox"/>	1-4 hrs	Peripheral Vision	<input type="checkbox"/>	Finger Dexterity	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs			Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs				

POSITION DESCRIPTION ACCEPTANCE

I agree and accept all terms, conditions and duties outlined in this document.

Employee Signature.....

Employee Name.....

Date.....

CEO Signature.....

CEO Name.....

Date.....