



# PAROO SHIRE COUNCIL

## Position Description

### Gardener

#### 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.

#### Performance Indicators

#	Performance Indicator	How it's measured	Timeframe
1	Work Health and Safety	<ul style="list-style-type: none"><li>• Perform all tasks in a manner that does not place at risk the health and safety of any person.</li><li>• Seek assistance when unsure of how to perform a task.</li><li>• Ensure you observe, understand, and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures, and directives.</li><li>• Regularly inspect your work environment for hazards</li><li>• Inspecting playgrounds and equipment</li><li>• Immediately report all workplace incidents, accidents, near-misses, and hazards to a supervisor</li></ul>	6 Months
2	Gardening	<ul style="list-style-type: none"><li>• The application of relevant horticultural knowledge and appropriate practices.</li><li>• Maintain High-profile turf areas in public spaces</li><li>• Undertake annual &amp; perennial bed installation and maintenance.</li></ul>	6 Months
3	Other Reasonable Duties	<ul style="list-style-type: none"><li>• Event venue preparation and clean-up</li><li>• Undertake all duties as directed by the Parks and Garden Supervisor</li><li>• This may include small plant operation or labouring.</li></ul>	6 Months
4	Communication and Customer Service	<ul style="list-style-type: none"><li>• Provides a high level of communication within the team and customer service to the community and all workers at Council</li><li>• Be a positive representative of Council when working in public and speaking to community members and visitors</li></ul>	6 Months

## Key Responsibilities and Duties

### Core 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

### Continuous Improvement

- 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.

### Health, safety and risk duties and responsibilities

- 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

### Physical requirements

This role involves daily work be performed in an outdoor environment, as such:

- You will be exposed to those conditions normally encountered in an outdoor environment
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood
- The work environment may include uneven surfaces and up and down stairs

## General Employment Conditions

This Role is covered by the following:

- Paroo Shire Council Operational Staff Certified Agreement 2021 – 2024 or its successor agreement; and
- Queensland Local Government Industry (Stream B) Award – State 2017

- This position will be required to work from the Council Depot, Broad Street, Cunnamulla and will include working outside. You may be required to work outside of standard business hours.
- 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 if you are successful in your application.
- This role is Stream B, Level 2 or 5 depending on the skills and experience of the incumbent. Please see the Education section for more details.
- This position requires the performance of manual labour tasks.

## Skills and Experience

- Level 2 – The willingness to gain and apply relevant horticultural knowledge and practices
  - This include the undertaking of formal training the may require completion of theory activities in your own time.
- Level 5 - The application of relevant horticultural knowledge and appropriate practices.
- Understanding of the role including relevant policies and procedures
- Literacy and numeracy skills to maintain a diary, works records, read instructions, and perform calculations for chemical application.
- Demonstrated experience and skills in a similar role.
- Demonstrated ability to work as part of a team and provide a consistently high level of service.
- Extensive experience in current horticultural practices
- Extensive experience in the operation of vehicles, plant, machinery, equipment, and tools

## Training and Education

### Level 2 Positions

#### Required

- Construction Industry Safety induction (White Card)
- 'C' Class Drivers License - P or Open

#### Desirable

- Experience in Maintaining Gardens, Open Spaces and/or Landscaping.
- FPICOT2237A Maintain Chainsaws
- FPICOT2239A Trim and cut felled trees.
- HLTAID003 Provide first aid.
- Farm Chemical Users Certificate
- Level 1 Visual / Routine Inspection of Playgrounds & Equipment

### Level 5 Positions

#### Required

- Certificate 3 or higher formal qualifications in Horticulture, Turf Management, or similar field; or
- Currently studying Certificate 3 in Park & Gardens, with completion of more than 75% of qualification
- 'MR' class Driver's licence

## Approval of Position Description

Sign \_\_\_\_\_

Date \_\_\_\_\_

02/03/2023

Position Description by Insert Name, Insert Position Title, Paroo Shire Council