

Position Description

General Purpose Gardener

Alpine Shire Council's Values - ICARE

Innovation | Collaboration | Accountability | Respect | Empowerment

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community.

Child Safety Commitment at Alpine Shire Council

Alpine Shire Council is committed to being a child safe organisation. Every child and young person has the right to feel safe. All our employees have a shared responsibility to protect children and young people from harm and abuse. Alpine Shire Council has established policies, procedures and training to achieve these commitments.

Diversity & Inclusivity at Alpine Shire Council

Alpine Shire Council is an Equal Opportunity employer. We value people of all abilities, people from culturally and/or linguistically diverse backgrounds and First Nations peoples. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

POSITION OVERVIEW

You will be required to undertake horticultural and arboriculture maintenance and improvement activities within the Alpine Shire to achieve a high standard of presentation and a high level of public safety and satisfaction. This position will be primarily focussed on the Open Spaces mowing and other routine maintenance programmes and may also be required to carry out other generalist duties. You will undertake key responsibilities in a professional, efficient and timely manner; and contribute to Council's aim of being a high performing organisation.

CLASSIFICATION AND RELATIONSHIPS

Classification:	Band 3
Award:	Alpine Shire Council Enterprise Agreement
Reports to:	Senior Team Leader Open Spaces
Supervises:	Contract staff employees and or contract staff as determined by Senior Team Leader Open Spaces

KEY DUTIES AND RESPONSIBILITIES

As a Gardener you are a member of the Open Spaces Team, and you will assist in ensuring that our open space areas are maintained and improved to a high standard.

Accountability and Extent of Authority

The employee is accountable for:

- The application of relevant horticultural and arboriculture knowledge and appropriate practices.
- The care of assets provided or worked on.
- Compliance with Council's Service Charter, by self and any staff supervised.

The employee has the authority to:

- Take appropriate action to ensure the safety of self, fellow employees and members of the public.
- Provide explanations to members of the public in regard to works being performed.
- Freedom to act is subject to regulations, policies and regular close supervision.

Open spaces presentation

- Weeding, planting and mulching garden beds.
- Mowing and brush cutting.
- Shrub planting and pruning.
- Tree planting and maintenance, including staking and minor pruning.
- Weed identification and control.

- Disease and pest identification and control.
- Installing, operating, repairing and maintaining irrigation systems.
- Fertilising and herbicide application.
- Litter, leaf and branch collection.
- Hand watering.
- Event venue preparation and clean-up.
- Inspecting and maintaining playgrounds and 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.

Use of plant, machinery, equipment and tools

- Operate, maintain and clean mowers (push & ride on types), brush cutters, chippers, chain saws, leaf blowers, leaf sucking equipment, and edgers.
- Use 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.

Emergency management

- As part of the duties associated with this position, the employee is encouraged within reason, to assist Council in dealing with any emergency affecting the operation of Council and/or the wellbeing of the community.

Other Duties

- Display a punctual, reliable and positive approach to work.
- Continually review and improve work methods associated with this role.
- From time to time the employee may be required to undertake duties in addition to those above, but which fall within the employee's capabilities, experience, skills, competence or training.
- The employee is required to report the need for maintenance and/or repair of Council assets observed during the course of undertaking normal duties. If the matter can be readily dealt with, rectify on the spot.
- Undertake other duties as directed by the manager or supervisor.
- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.

Judgement and Decision Making

- Make decisions in accordance with documented and established procedures and practices and industry standards.

- Use discretion, initiative and experience from previously encountered situations.
- Perform tasks using a range of techniques, systems, equipment, methods or processes. The employee is required to select the most appropriate option, so as to achieve the best outcome. Personal judgement may be required.
- Guidance and advice is always available from the Open Spaces Team Leader and/or Myrtleford Open Spaces Team Leader.
- Decisions are generally made in accordance with documented and established practices and procedures, and industry standards.

Management Skills

- Well-developed skills in managing time, setting priorities, planning and organising his/her work to meet agreed timelines and standards.
- A high level of administrative and computer skills.
- The effective supervision of any gardening assistants and casual employees.

Leadership & People Management

- Successfully interact with Council employees and the public.
- Positive approach to furthering own professional development.

Interpersonal Skills

- Have a strong focus on customer service.
- Display and promote a positive image of Council through appearance, attitude and performance of tasks.
- Respond positively and enthusiastically to assigned tasks.
- Be able to communicate effectively both verbally and in writing.
- Be able to gain co-operation and assistance from other employees.
- Be able to develop and maintain good working relationships.
- Be able to discuss and resolve problems amicably.
- Be able to work independently and as part of a team.
- Be able to identify problems, suggest solutions and make improvements.
- Be willing to seek guidance and advice when required.
- Be willing to undertake training relevant to the position.
- Display a punctual, reliable and positive approach to work.
- Ability to project a positive image in communicating with both internal and external customers at all times.

EXPERTISE

Qualifications and Experience

Essential

- Valid Victorian Working with Children Check

- Exempt from this requirement if a Victorian Institute of Teaching (VIT) registered teacher, Victoria Police officer or Australian Federal Police (AFP) officer.
- Valid driver's license.
- HLTAID003 Provide first aid.

Desirable

- AHCMOM213 Operate and maintain chainsaws
- Farm Chemical Users Certificate
- Formal qualifications in Horticulture.
- Heavy/medium truck licence.
- FPICOT2237A Maintain Chainsaws.
- FPICOT2239A Trim and cut felled trees.
- Worksafe Construction Induction Card.

Specialist Knowledge and Skills

Desirable

- 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 and arboriculture practices.
- Extensive experience in the operation of vehicles, plant, machinery, equipment and tools.

HEALTH, SAFETY AND RISK DUTIES AND RESPONSIBILITIES

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person.
- Utilise all appropriate Personal Protective Equipment, where required.
- 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.

- Council Employees do not smoke in any workplace or when engaged in work related activities. Smoking is an issue for both Council and employees as it impacts on both the work and personal life of the smoker and other employees and in some cases the reputation of the Council.

PHYSICAL REQUIREMENTS

Daily work will be performed in an indoor 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
- You must have the stamina to work long hours, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts
- The work environment may include uneven surfaces and up and down stairs