

# Position description

Your role at PSC



## Apprentice Gardener

**Section:** Public Domain & Services

**Salary point:** PSC Enterprise Agreement Trainee Rates

**Position number:** Various

**Last updated:** September 2022

## Position objectives

To actively work as part of the Parks and Roadside & Drainage teams developing skills in the Horticulture trade by assisting with general maintenance and construction duties including - mowing operations, turf/garden maintenance & renovations, concreting and minor constructions and landscaping works.

## PSC values



**Respect:** Creating a unique, open and trusting environment

**Integrity:** Being honest and taking responsibility for our actions

**Teamwork:** Working together as one Council to support each other

**Excellence:** Improving the way we work, to meet future challenges

**Safety:** Providing a safety focused workplace culture

## Key responsibilities

Employees work across both our Parks and Roadside & Drainage teams under close guidance / direction of the relevant Team Leader gaining experience in horticulture maintenance across sporting fields, foreshores, town CBD's, reserves, playgrounds and landscaped areas.

- Undertaking grounds maintenance and improvement activities within work schedules including vegetation maintenance, landscaping and horticulture, minor building and structure maintenance, site remediation and preparation for capital works
- Assist with asset inspections & customer requests for maintenance when required
- Operating horticulture equipment including ride-on mowers, brush- cutters & path edgers
- Comply with Council's safety policy and procedures to ensure all work activities and sites are assessed and potential risks managed

- Contribute to safe work method statements & on-site risk treatment plans and participate in safety inspections, toolbox meetings and completion of incident reports
- Engage in positive staff and customer interactions

## Key accountabilities

- The Apprentice is accountable for following instructions given by the delegated supervisor for completion of tasks and works within Council's Policies and Procedures, as defined in the Local Government Act and other relevant legislation
- The Apprentice is required to commit and attend the course as prescribed under their Training Contract

## Extent of authority

The Apprentice works under direct supervision.

## Judgement and decision making

Judgement is limited and co-ordinated by other workers.

## Skills, knowledge and capacity

### Organisational

- Demonstrated commitment to completing tasks within time, cost and quality
- Ensure all documentation is completed on time and to required standards
- Exhibit behaviours in line with Council's RITES, (Respect, Integrity, Teamwork, Excellence, Safety)

### Interpersonal

- Sound literacy and numeracy skills
- Ability to communicate effectively
- Ability to listen to and follow verbal instructions
- Time management skills with the ability to work on multiple tasks
- Have a genuine interest and enthusiasm for learning all aspects of the Horticulture industry

### Qualifications and experience

- Commitment to the completion of a Certificate III in Parks and Gardens
- Understanding of WHS
- Access to reliable transport for attendance at both work, and external training providers

## Capability Framework level: Foundational

Personal attributes	Relationships	Results	Resources
<ul style="list-style-type: none"><li>• Manage self</li><li>• Displays resilience and adaptability</li><li>• Act with integrity</li><li>• Demonstrate accountability</li></ul>	<ul style="list-style-type: none"><li>• Communicate and engage</li><li>• Community and customer focus</li><li>• Work collaboratively</li><li>• Influence and negotiate</li></ul>	<ul style="list-style-type: none"><li>• Plan and prioritise</li><li>• Think and solve problems</li><li>• Create and innovate</li><li>• Deliver results</li></ul>	<ul style="list-style-type: none"><li>• Finance</li><li>• Assets and tools</li><li>• Technology and information</li><li>• Procurement and contracts</li></ul>

## Position description approval

Employee

Date