



Trades Gardener

Section: Public Domain and Services

Salary point: 10

Position number: PSC416, PSC1082, PSC426, PSC412, PSC427, PSC429, PSC410

Last updated: May 2019

Position objectives

To lead and participate in a team delivering horticultural maintenance and construction services.

Leading a highly motivated team comprising of both Council and contract employees, effective Workers Health and Safety management and with productive use of resources will deliver a quality, cost effective and safe service to the community.

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

- Effective leadership, direction, monitoring, coaching & mentoring of team members particularly Apprentices and Volunteers. Assist Parks Supervisors with contract management
- Perform all works in accordance to the organisations business management and enterprise risk systems
- Participate in the continuous improvement of systems used by and services provided by the Unit
- Engage in positive staff and customer interactions as per Councils Code of Conduct and Customer Service Charter

- Undertake Horticultural maintenance and minor construction in accordance to Levels of Service/Project Schedules including active participation in 'hand on' / physical work components
- Complete asset inspections & customer requests for maintenance
- Provide technical information and advice relating to park and recreational facilities to support the Parks Supervisor & Team Leader

Key accountabilities

Responsible for supervising staff and volunteers undertaking on site operational duties or for work requiring independence in the application of skills, subject to routine supervision.

Responsible for quality work function and providing mentoring and coaching for Apprentices and Assistant Trades Gardeners.

Extent of authority

Supervisory skills in the communication of instructions, training and checking of work may be required. Responsibilities are fulfilled under the direction of Coordinator – Parks, Parks Supervisor & Team Leader under the prescribed Delegation of Authority.

Judgement and decision making

Tasks are performed in accordance with well established procedures.

Established procedures or rules occasionally do not cover the situation faced with the individual expected to discriminate between courses of action within a limited number of options.

Skills, knowledge and capacity

Organisational

- Demonstrated commitment to a customer service culture and delivery of quality service
- Understanding of the Australian Business Excellence philosophy
- Demonstrated competence in Risk Management practices including developing, delivering and documentation of hazard identifications, risk assessments, incident investigations and site-specific inductions.
- Conduct that demonstrates to others Council's commitment to Respect, Integrity, Teamwork, Excellence, and Safety
- Commitment to be aware of and comply with Council's policies, procedures and management directives and with the Model Code of Conduct for Local Councils in New South Wales.

Interpersonal

- Demonstrated communication skills including written and spoken
- Ability to communicate effectively with colleagues/customers and community groups
- Demonstrated commitment to life-long learning
- Willingness to engage others constructively in the resolution of conflict

Qualifications and experience

- Trade Certificate in field of Horticulture and equivalent or satisfactorily completing with proven ability to apply technical knowledge and expertise.
- Demonstrated experience in trades level horticulture activities including maintenance of sports & foreshore surfaces, reserves, trees, playgrounds, garden beds & landscaped areas.
- Proven ability to operate and maintain horticultural machinery including specialised equipment.
- Possess or have the ability to obtain accreditations and other skills as required by best industry practice or legislation to act in the role such as WorkCover General Construction Induction, Implement Traffic Control Guidance Plan, Safe Work Near Power Lines, AQF 111 Chemical Accreditation, Provide First Aid, Current LR Drivers Licence and Plant Operation (Front Loader) competency.

Capability Framework level: Intermediate

Personal attributes	Relationships	Results	Resources
• Manage self • Displays resilience and adaptability • Act with integrity • Demonstrate accountability	• Communicate and engage • Community and customer focus • Work collaboratively • Influence and negotiate	• Plan and prioritise • Think and solve problems • Create and innovate • Deliver results	• Finance • Assets and tools • Technology and information • Procurement and contracts

Position description approval

Employee

Date