

Position description

Your role at PSC



Assistant Trades Gardner

Section: Public Domain & Services

Salary point: 7

Position number: PSC424, PSC425, PSC1253

Last updated: September 2026

Position objectives

To provide support to the Trades Gardener and Parks Team Leader and positively participate in a team which delivers quality horticulture maintenance and construction services to ensure enjoyable, attractive and safe recreation facilities for 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

- Undertake horticultural maintenance and minor construction in accordance to levels of service/project schedules including active participation in 'hands on' / physical work components
- Perform all works in accordance with the organisations business management and enterprise risk systems
- Participate in continuous improvement of systems used by and services provided by the unit
- Complete asset inspections and customer requests for maintenance when required
- Engage in positive staff and customer interactions as per Council Code of Conduct and Customer Service Charter

Key accountabilities

The job holder 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. This position is required to act in and fulfil the requirements of the Trades Gardener when required.

Extent of authority

Acts under the control of supervisors and is required at times to work independently and supervise other staff including apprentices and volunteers to motivate and monitor performance against work outcomes.

Judgement and decision making

The position will be required to interpret well established procedure, precedents and guidelines with choices limited to existing options while maintaining and enhancing the Councils culture of ongoing continuous improvement.

Skills, knowledge and capacity

Organisational

- Demonstrated commitment to a customer service culture and delivery of quality service
- Understanding of the Australian Business Excellence philosophy
- 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

- Conduct that demonstrates to others Council's commitment to Respect, Integrity, Teamwork, Excellence and Safety
- Demonstrated ability to work effectively in an open team environment
- Demonstrated commitment to lifelong learning
- Demonstrated communication skills including written and spoken

Qualifications and experience

- Certificate III in Local Government Operational Work – Parks and Gardens / Horticulture and equivalent disciplines
- Proven participation in Risk Management practices including documentation of hazard identifications, risk assessments, incident investigations and site-specific inductions
- Demonstrated experience in horticulture activities including maintenance of reserves, trees, garden beds / landscaped areas and other grassed areas
- Proven ability to operate and maintain horticultural machinery and ability to obtain skills in use and maintenance of specialist 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, SafeWork NSW Traffic Control Work Training card, Safe Work near Powerlines, Chem use Certificate, First Aid Certificate

- Current LR Drivers Licence and Plant Operation (Front loader)

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