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# **Position Description**

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| **Position Title** | Amenity Gardener Trainee |
| **Directorate** | Sustainable Development and Infrastructure |
| **Level** | Level 1 |
| **Reports to** | Coordinator Operations |
| **Directly responsible for** | N/A |
| **Primary Location** | Margaret River Works Depot |
| **Delegation** | N/A |
| **Position No. & version** | PAR05 |

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| **Position Overview** |

Provides a training and community development experience to a High School Graduate for a period of one year as a pathway to further employment or vocational training. To provide support to the Parks and Gardens team by undertaking daily work activities to deliver all aspects in the maintenance, management and development of Shire reserves. To assist the Parks and Gardens team to provide safe, attractive open space and recreational facilities for residents and visitors to the Shire of Augusta Margaret River. To undertake maintenance tasks in the areas of horticulture, turf maintenance and reticulation systems as directed by the leading Hands.

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| **Position Responsibilities** |

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| Key functions | Specific duties | % Time |
| Customer Service & Administration | * As directed by your reporting officer, assist in responding to customer queries relating to civil and parks operations in the field in a courteous and non-complex manner * Receive and transfer messages via Council’s two-way radio system and telephone * As directed by your reporting officer, assist in actioning work requests submitted by internal and external customers * Fill out daily timesheets by 7:00am next morning * Assist with plant pre-start/shutdown inspections and submit machine reports to workshop within specified timeframes. * Participates in team meetings. * Assists other work teams as required and as directed by reporting officer. * Participate in and complete the training and study requirements prescribed to successfully complete the Cert II Horticulture qualification within the 12-month period. | 10% |
| Road Construction and Maintenance | * Undertake duties as requested by Coordinators and Leading Hands (e.g. pruning, mulching, spotting, roller operations, operation of minor plant, stick flicking and drainage cleaning) * Undertake refuelling of on-site plant and equipment * Assist to install and repair street, directional and information signage and guideposts * Undertake general cleaning of rural and urban drains and culverts * Assist in in the annual construction and resealing programmes and undertake reinstatements to work sites * Assist in storm damage clean up and annual tree pruning program * Erect and remove traffic management signage and undertake traffic control * Assist in the removal and disposal of dead animals from Council’s reserves * Labouring tasks ranging from fabrication, installation and preventative works to all Shire infrastructure as required | 5% |
| OSH | * Contributes towards the success of OSH initiatives within the workplace * Conducts on-the job risk assessments * Identify and report hazards and faults to the Leading Hands and/ or Operations Coordinator. * Follow safe work practices | 15% |
| Parks and Reserves | * Assist in turf maintenance of developed and undeveloped areas * Undertake garden maintenance of developed areas * Assist in the installation, maintenance and replacement of reticulation, * including controllers * Assist with application of pesticides, herbicides and fertilizers * Assist in the propagation and establishment of native and exotic plants in * Shire nursery * Undertake housekeeping duties at Parks and Gardens designated * Depot/shed area * Assist with tree pruning/street tree maintenance * Undertake operations as directed using tractor/slasher, ride on lawn * mowers and other minor plant. * Undertake development works identified within Councils Parks & gardens * Capital Works Program * Assist in all aspects of managing the Shires reserves and natural areas. * Assist in weed control, plant identification, rehabilitation, flora mapping * and sediment control. | 70% |

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| **Position Requirements** |

**Essential**

* Reside within the Shire of Augusta Margaret River.
* Progression towards successful completion of Year 12.
* Demonstrated ability to operate small machinery and hand tools.
* Demonstrated interest in horticulture, turf maintenance, tree pruning and landscaping.
* Demonstrated ability to successfully work within a team and promote a positive team environment.
* Good communication and interpersonal skills both written and verbal.
* Basic oral and written literacy and numeracy skills to provide information to other employees, and higher-level staff.
* Licence- “C” Class WA Drivers Licence or Learners Permit with progression towards attaining.
* Demonstrated physical ability and fitness to complete manual work tasks.
* An understanding of the importance of safety in the workplace
* Have the ability to work under routine (general) supervision and to follow instructions.
* A willingness to undertake associated training, in particular Certificate III in Horticulture, or above

**Desirable**

* An understanding of safe operation and user maintenance of mechanical plant and vehicles (specifically tractors, ride on mowers).
* Basic experience in small plant operation and/ or certificate in Chainsaw Operation or equivalent.
* Current construction white card.
* Completion of Worksite Traffic Management and/ or Traffic Control qualifications.
* First Aid certificate (Basic or Advanced)
* Certificate II in Horticulture

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| **Key Relationships** | |
| **Internal** | **External** |
| Works Coordinator  Leading Hands.  Operations staff | Service Authorities  General Public and Community Groups Contractors |

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| **The Way We Do Things** |

Respect Integrity Community Excellence

A logo of handshake in a blue circle

Description automatically generated A white line art of a badge with a star

Description automatically generated A logo of people in a circle

Description automatically generated A blue circle with two people in the middle

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| **Acknowledgement** | | |
| Reporting Officer Name | Signature | Date |
| Name | Signature | Date |