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# **Position Description**

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| **Position Title** | Amenity Gardener |
| **Directorate** | Sustainable Development & Infrastructure |
| **Level** | Level 3/4 |
| **Reports to** | Operations Supervisor |
| **Directly responsible for** | N/A |
| **Primary Location** | Margaret River Works Depot |
| **Delegation** | N/A |
| **Position No. & version** |  |

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| **Position Overview** |

To assist the Parks and Gardens, Construction, and Maintenance teams in the undertaking of various earthworks and miscellaneous activities in support of Capital and Operating Works programmes.

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| **Position Responsibilities** |

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| **Road Construction & Maintenance**   * Attend after hours call outs as required * 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) * Assist with survey set out and level transfer (pegging) * Undertake refuelling of on-site plant and equipment * 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 * Remove and dispose of dead animals from Council’s reserves * Undertake the preparation of cemetery allocated sites for internment * Labouring tasks ranging from fabrication, installation and preventative works to all Shire infrastructure as required * Relief operation of heavy plant and equipment, e.g. 12T trucks, bobcat, spray truck, loaders * Maintenance and safe operations of chainsaws * Install and maintain road furniture | **10%** |
| **Customer Service, Administration & Financial**   * Respond 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 * Action work requests submitted by internal and external customers * Fill out daily timesheets by 7:00am next morning * Undertake plant pre-start/shutdown inspections and submit machine reports to workshop within specified timeframes. | **5%** |
| **Work Health and Safety**   * Contributes towards the success of OSH initiatives within the workplace * Conducts on-the job risk assessments – take 5 x 5 * Undertake plant pre-start/shutdown inspections * Identify and report hazards * Follow safe work practices * Develop and review SWMS and Safe Operating Procedures * Mentor, provide on-the job training and direction to trainees/labour hire * Implement signage and conduct traffic control * Communicate and direct contractors to ensure safe work practices | **5%** |
| **Parks and Reserves**   * Turf maintenance of developed and undeveloped areas * Undertake garden maintenance of developed areas * Install, maintain and replace reticulation, including controllers * Propagate and establish native and exotic plants in Shire nursery * Undertake tree pruning/street tree maintenance * Attend after hours call outs as required * Undertake application of hazardous substances such as pesticides, herbicides and fertilisers * Operate major plant including truck up to 15 tonne, tele-handler, tractor/slasher, street sweeper * Operate and maintain minor plant and equipment including ride on lawn mowers, whipper snipers, chainsaws and other minor plant. * Specialised sports field maintenance and plant operations * Undertake development works identified within Councils Parks & Gardens Capital Works Program * Undertake housekeeping duties at Parks and Gardens designated Depot/shed area * Manual handling and labouring, including mulching, digging, spreading materials * Assist in storm damage clean up and annual tree pruning program * Erect and remove traffic management signage and undertake traffic control * Acting leading hand responsibilities as required * Undertake natural area restoration including rehabilitation and monitoring, tube stock planting, * Plant/tree, pest and disease identification and control using established horticultural techniques and methods * Undertake landscape project management by implementing and following set designs, reading technical data to execute/fulfil site plans * Undertake mechanical litter collection of key locations in the town sites, car parks and other areas as specified using Shires mini-street sweeper. * Undertake hand collection of litter at various sites * Undertake cleaning of bin surrounds as required * Removal of graffiti, stickers etc. on public infrastructure as required * Monitor condition of public infrastructure and advise Operations Coordinator of any defects. | **80%** |

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| **Position Requirements** |

**Essential**

* Current “C” & “LR” class drivers licence with extensive experience
* Current construction white card
* Demonstrated horticultural and nursery skills
* Demonstrated plant operator skill level medium-high with significant experience including specialist and/or heavy vehicles (specifically tractors)
* Demonstrated experience in the maintenance, operation and installation of reticulation systems
* Demonstrated ability to successfully work both within a team and individually, manage quality of own work to a required standard, to promote a positive team environment and a very high standard of presentation
* Developed oral communication and interpersonal skills to effectively liaise with customers and stakeholders
* Recognised competency in chainsaw operations and maintenance (Operate and Maintain Chainsaw certification)
* Basic Worksite Traffic Management & Traffic Controller certification
* Demonstrated ability to interpret and implement detailed landscape designs and plans to a high degree of accuracy
* Demonstrated commitment to Occupational Safety and Health

**Desirable**

* Current HR class drivers licence
* Trade certificate or possess appropriate and relevant equivalent experience
* Cert IV in Horticulture or relevant/equivalent experience
* Demonstrated advanced installation, repair and maintenance skills of major reticulation systems (including controllers) and including low voltage electrical work. Pump and bore installation, repair and maintenance
* Demonstrated specialist horticultural and nursery skills, including assistance in turf preparation and maintenance, tree pruning and landscaping
* Supervisory certificate and/or relevant equivalent Leading Hand experience
* Previous Local Government experience

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| **Key Relationships** | |
| **Internal** | **External** |
| All Shire Staff  Customer Experience | Community Members  Contractors  General Public |

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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 |
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