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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 StaffCustomer Experience  | Community MembersContractorsGeneral Public |

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| **The Way We Do Things** |

 Respect Integrity Community Excellence

   

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