



POSITION DESCRIPTION

Horticulture Trainee (Two Year Fixed Term Traineeship)

Classification	National Training Wage	Status	Fixed Term, Full time
Directorate	Infrastructure & Development Services	Incumbent	
Department	Works & Services Depot	Reporting to	Parks & Reserves Coordinator

PURPOSE OF THE POSITION

Working under direct supervision the Horticulture Trainee will gain skills/experience and contribute to the operations, maintenance and construction associated with Council's public open space and recreational facilities in accordance with Council's Contract Service Levels and Project Plans.

Employment within this role is conditional upon enrolment and successful progression of study in a Certificate III in Horticulture throughout the two (2) year employment period.

KEY RESPONSIBILITY

Under supervision assist in the operations, construction and maintenance of Council's public open space and recreational facilities.

DUTIES / OUTCOMES

- Through assisting with the operations, maintenance and construction of Council's public open space and recreational facilities – parks, gardens, recreation areas and cemeteries - develop a broad range of skills and knowledge including:
 - Planning and organising work,
 - Carry out measurements and calculations,
 - Reading and interpreting plans and specifications in the work place,
 - Troubleshooting and problem solving,
 - Garden management and plant identification,
 - Landscaping,
 - Irrigation systems,
 - Tree maintenance and turf management,
 - Biosecurity, pest management and chemical usage,
 - Landcare and environment management,
 - Traffic control duties,
 - Plant propagation, and
 - Nursery duties including:
 - Propagation
 - Watering / irrigation
 - Growing plants to order
 - Potting
 - Fertilizing
 - Weed control
- Generally, assist and carry out a range of duties as directed by the supervising employee and/or Coordinator in accordance with instruction and Council's Service Levels and Safe Work Procedures.
- Undertake manual handling/labouring duties in a safe manner.

Participate and contribute positively as a team member to achieve the agreed work plans and team objectives	<ul style="list-style-type: none"> ▪ Be responsible for the quality of one's own work and exercise discretion in accordance with training and knowledge. ▪ Participate and contribute positively as a team member to achieve the agreed work plans and team objectives. ▪ Adopt changes in operating practices to achieve team objectives and identified efficiencies.
Operate small plant and vehicles in the correct manner, ensure maintenance undertaken and log books are completed as required	<ul style="list-style-type: none"> ▪ Operate small plant, machinery/equipment and vehicles in the correct manner and carry out routine maintenance to ensure good operating condition in accordance with operating standards. ▪ Follow Safe Operating Procedures and use correct PPE. ▪ Major faults/damage reported and followed up in accordance with Works and Services procedures. ▪ Relevant documents completed for all maintenance/servicing/faults/damage as required, and log books, where requested, are correctly completed.
Delivery of customer focused services	<ul style="list-style-type: none"> ▪ Ensure a positive and professional approach to customer service is maintained at all times. ▪ Maintain a "can do" attitude when dealing with members of the public, councillors, and other council officers.
Adhere to Council policies, procedures and documentation	<ul style="list-style-type: none"> ▪ Complete daily and weekly documents as required in a prompt, accurate and legible manner. ▪ Develop an awareness of Council's policies and procedures across all relevant areas of operation. ▪ Actively and positively participate in the development and implementation of risk assessments, safe work methods and other Work Health & Safety requirements.
Training & Development	<ul style="list-style-type: none"> ▪ Undertake training and development as directed to ensure high standard of service delivery.
Meetings and Interactions	<ul style="list-style-type: none"> ▪ Attending and actively participating in internal and external meetings and workshops, as required.
Confidentiality	<ul style="list-style-type: none"> ▪ Integrity and confidentiality of all Council related activity and documentation is being maintained.
Resource Sharing	<ul style="list-style-type: none"> ▪ Other duties and back up servicing provided to the Circular Head Council, as required from time to time, pursuant to the Resource Sharing agreement between the two Councils.
Job Rotation	<ul style="list-style-type: none"> ▪ Rotation between work teams and/or functions in line with operational requirements.
Records Management	<ul style="list-style-type: none"> ▪ Records are created, used, maintained, recorded and managed in accordance with the Council's Information Management Policy.
Risk Management	<ul style="list-style-type: none"> ▪ Maintain an active awareness of Risk Management issues and practices concerning the workplace and within the role that could cause concern, embarrassment or liability to Council. ▪ Assist Council to mitigate risk by promoting risk awareness throughout the organisation. ▪ Provide risk management information as requested and assist in the investigation of any risk management issues or claims that have been made

	against Council insurances.
Additional Duties	<ul style="list-style-type: none"> ▪ Other duties as required from time to time.

SPECIAL CONDITIONS

- This two (2) year traineeship position will involve on the job training, as well as training modules to be completed off site via a Registered Training Organisation. Attendance at all compulsory training programs will be required to ensure satisfactory progress is made towards the completion of the traineeship.
- A pre-employment medical is required.
- A National Police Check may be required for this position.
- Experience with Smart Phones and online technology and willingness to use as part of your role.

WORK HEALTH AND SAFETY ACCOUNTABILITIES

All staff are required to observe the following WHS accountabilities:

1. Ensure full compliance with Council's Safety Management Plan and associated Policies, Procedures and Instructions, specifically taking action on all points of the employee's responsibility; and
2. Ensure full compliance with responsibilities under the *WHS Act 2012*, the *WHS Regulations 2012* and other relevant legislation, in particular:
 - Take reasonable care for your own safety and that of others at their work.
 - Accept the responsibilities in the course of performing your work with regard to the use of safety devices and protective equipment.
 - Report safety hazards to minimise and control risk.
 - Report immediately any incident or injury which arises in the course of your work.
 - Ensure completion of induction, instruction and training prior to undertaking tasks.
 - Ensure that you are not affected by the consumption of alcohol or drugs so as not to endanger your own safety at work or the safety of any other person.
 - Ensure personal adherence to Council's WHS Policies, Guidelines, Procedures, Safe Operating Procedures and Safety Instructions.

CORPORATE ACCOUNTABILITIES

All staff are required to observe the following corporate accountabilities;

1. Compliance with all legislative requirements.
2. Understand and promote Council's Strategic Objectives and Core Values.
3. Adhere to Council's plans, policies and procedures which include the Customer Service Charter, WHS Standards, Records Management, Risk Management plan and all matters outlined in the Employee Handbook and Enterprise Agreement.

ORGANISATIONAL RELATIONSHIPS

<u>Reports to:</u>	Parks and Reserves Coordinator or relevant Coordinator/Supervisor whilst undertaking duties through job rotation.
<u>Direct Reports</u>	Nil
<u>Internal Liaisons:</u>	The Horticulture Trainee is required to operate as an effective part of Works and Services and is expected to ensure professional and effective working relationships with the Executive Management Team, Senior Management Team and all staff throughout the organisation

External Liaisons: The Horticulture Trainee interacts with the public, contractors and various representatives of the community and other Councils on behalf of the organisation. High standards of professionalism and customer service are expected, and the incumbent must display a positive and constructive approach towards Council and its activities.

EXTENT OF AUTHORITY

The Horticulture Trainee exercises powers and duties within the classification of the role and as defined by policy, budget allocation and specified individual and departmental performance plans. Where decisions exceed their delegation, they will refer the matter to the Parks and Reserves Coordinator or delegated Officer.

PERSONAL ATTRIBUTES

- Strong collaborative skills which enable effective engagement within a high functioning, cohesive team.
- Demonstrated commitment to organisational goals and customer service with a demonstrated capacity to project a positive public image for Council through appropriate behaviour and attire.
- Inclusive and effective communication skills and techniques with an ability to respectfully engage with, and to communicate concepts, to others.
- Enthusiasm and commitment to sustained effort through diligence and pursuit of high standards.
- Proactively uses initiative, innovation and has a commitment to continuous improvement.

POSITION – INHERENT PHYSICAL REQUIREMENTS

The work is likely to require a certain amount of physical activity, such as:

Activity	Never	Occasional	Frequent	Constant
Stooping			X	
Climbing		X		
Walking				X
Lifting			X	
Pushing			X	
Pulling			X	
Reaching				X
Standing			X	
Twisting			X	
Squatting			X	
Sitting			X	
Kneeling			X	
Bending			X	
Noise		X		
Support one hand			X	
Two hands required			X	
Vibration one hand		X		
Vibration two hands		X		

SELECTION CRITERIA

Essential

- Demonstrated interest in developing knowledge and skills in horticulture and landscaping.
- Completion of High School Certificate/School Certificate and a commitment to attaining a Certificate III Horticulture.
- Experience in operating in a team environment, in particular sharing workloads and supporting the team in a positive manner.
- Effective written and verbal communication skills.
- Experience in achieving desired outcomes by following instruction, procedure and safe work practices.
- Physical capability to perform manual labouring tasks that may involve strenuous activity, repetitive actions and work in an outdoor environment.
- Smart Phone and ability to use as part of your role for email, texting, apps, calendar, notetaking, reminders, etc.
- Current Drivers Licence (or the ability to obtain).
- First Aid Certificate (or the willingness to obtain).

Desirable

- Construction Induction Card (White Card).
- Local area knowledge.
- Demonstrated experience in operating/handling small plant and equipment.

ACCEPTANCE OF POSITION

I agree to the current requirements of this Position Description.

Employee Name: _____

Employee Signature: _____ Date: _____

General Manager Approval: _____ Date: _____