



SHIRE OF
CUNDERDIN

POSITION DESCRIPTION

GARDENER- Full Time

Location	Works Depot
Department	Works and Services
Salary	Local Government Industry Award 2020
Reports to	Manager of Works and Services
Supervision of	Nil
Revision	1
Date	5 th June 2024

Approval of Position Description

<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>
Stuart Hobleby	Chief Executive Officer	New Document	5 th June 2024	

1. ORGANISATIONAL RELATIONSHIPS

1.1 Responsible to:

Manager of Works and Services
Executive Staff

1.2 Supervision of:

Nil Staff

1.3 Internal and External Liaison:

Internal

Chief Executive Office
Other Executive Staff
Other Staff

External

Residents and Ratepayers
Various Business Organisations (including Contractors to Council)

2. EXTENT OF AUTHORITY

Operates under the direct supervision and within the established guidelines, policies and procedures of Council, as well as under the statutory provisions of the Local Government Act and other relevant legislation.

3. PURPOSE OF POSITION

Provide the necessary support for the maintenance of Council's parks, gardens, cemeteries and road verges within the town site and surrounding areas. Provide relief cover for Council's construction and maintenance teams.

4. KEY DUTIES/RESPONSIBILITIES

- Carry out routine maintenance of Council's parks, gardens, cemeteries and road verges within the town site and surrounding areas.
- Assist in the installation of new lawns and gardens within the town site and surrounding areas.
- Carry out minor tree pruning and other activities associated with clearing and maintaining of street verge vegetation.
- Assist in the collection of street rubbish.
- Assist in the control of weeds and other unwanted plant species by the hand or spray application of chemical and herbicide treatments.
- Assist in the reticulation and watering of Council's parks, gardens and oval.
- Provide relief cover for Council's construction and maintenance teams, which includes operating the equipment as required in a safe, productive and effective manner.
- Carry out routine maintenance of plant, tools and equipment assigned to employee's control.
- Conduct pre-start checks on all plant and equipment prior to start.
- Required to operate plant as licensed to operate.
- Responsible for the quality and completion of works under the employee's control.
- Required to make operational and other decisions relating to the employee's own safety and to the safety of other employees and the public.
- Required to perform other duties as directed or required by Manager Works & Services, DCEO and CEO.

5. SELECTION CRITERIA

QUALIFICATIONS AND/OR TRAINING	Essential	Desirable
Hold a current "C" class Motor Driver's Licence	✓	
Qualifications in horticulture		✓
Hold a current St Johns Senior First Aid Certificate.		✓
Recognised certificate of competency for the operation and maintenance of chainsaws.		✓
Must possess or obtain a current "Safety Awareness Training Certificate" or "White Card" as prescribed by the Occupational Safety and Health legislation and regulation prior to commencing employment.	✓	

KNOWLEDGE AND SKILLS	Essential	Desirable
Intermediate plant operator skills		✓
Specialised hand tool skills, including chainsaws.		✓
Intermediate skills in horticulture, landscaping, reticulation and nursery skills.		✓
Intermediate skills in chemical and herbicide handling and application.		✓
Intermediate equipment maintenance skills.		✓
Demonstrated ability to self-manage, plan and achieve outputs	✓	
Demonstrated problem solving skills with the ability to set priorities, manage multiple deadlines and effectively deliver tasks and processes on time;	✓	
Basic communication skills – both verbal and written	✓	
Working knowledge of Occupational Health and Safety requirements for the workplace.	✓	

EXPERIENCE	Essential	Desirable
Proven hands-on experience in the gardening and horticultural history		✓
Proven experience in working in an unsupervised capacity in undertaking and completing set tasks and requirements as directed.	✓	
Previous Local Government experience		✓

6. WORKING CONDITIONS/OHS CONSIDERATIONS

Occupational Safety and Health – comply with the Shire's OSH Policy and other OSH policies, procedures and legislation relevant to the role and responsibilities. Observe safe work practices and operating procedures.

In accordance with Shire's and legislative requirement, report any hazards, incidents or near misses in a timely manner.

ADMINISTRATION OFFICER

7. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Medical Examination and current National Police Clearance Certificate will be required by the successful applicant.

It is advised that no formal offer can be made until your satisfactory completion of this employment condition.

8. COMMENTS

All employees are required to sign a declaration that they have read Council's Induction Manual / Code of Conduct prior to the commencement of work or any reviews. This signed document will be placed on each employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

9. TERMS OF EMPLOYMENT

Award	Local Government Industry Award 2020
Position Status	Full-Time
Hours of Work	76 hours per 9 day fortnight
Level	Level 1-4 Dependant on Experience
Salary	\$47,621 - \$51,731 per annum
Council Loyalty Scheme	Applies to this Position
Superannuation	11% Employer Superannuation Guarantee Contribution + matching co-contribution of 4%
Probation	3 Months
Performance Review	Annually
Annual Leave	Employee will be entitled to four (4) weeks annual leave with 17.5% loading on entitled annual leave.
Housing	Position does not attract Council Housing as part of the Employment Package.
Motor Vehicle	N/A
Job Location	Cunderdin, Western Australia, 6407

Acknowledgement

Name

Signature

Date