Mildura Rural City Council

Position Description

Position No:	R2809
Position Title:	Parks & Gardens Trainee
Incumbent:	Vacant
Branch:	Park & Recreation
Department:	Healthy Communities

Employment Conditions

Salary and Entitlements
Refer SMGT

Payment of Wages
Refer SMGT

Hours of Work
152 hours within a four week work cycle with two rostered day off per 20 days.

Superannuation
Refer SMGT

Child Safe Organisation
Council is a child safe organisation and as such, applicants may be required to hold a Working with Children Check. Applicants may also be required to undergo a National Criminal History check.

Equal Employment Opportunities (EEO)
Council's policy is to ensure the absence of discrimination in employment.

WorkCover Arrangements
As a condition of appointment to this position, the appointee must disclose any pre-existing illnesses or injuries which may prevent them from carrying out the duties of their position. This disclosure must be made prior to employment and the employee must then undertake a medical examination with a Registered Medical Doctor, failure to do this may remove the appointee's entitlement to any future WorkCover compensation.

Organisation Structure and Principles:

Mildura Rural City Council's organisational structure has four functional departments: Executive led by the CEO, and Corporate Performance, Infrastructure & Assets, Healthy Communities and Strategy & Growth departments led by General Managers.

All employees have a responsibility to act in accordance with the Code of Conduct and are expected to follow the principles of Business Excellence (Appendix 1) in how they go about their duties at Mildura Rural City Council.

1. Organisational Relationships:

1.1 Supervisor

- Parks Team Leader – Riverfront

1.2 Direct Reports

- Nil

1.3 Internal

- Other Parks Services Employees

1.4 External

- General community

2. Position Objectives:

The officer will be responsible for:

2.1 Undertaking training both on the job and at trade school within the Parks and Gardens horticulture field in order to obtain Trade Certificate.

2.2 Providing quality maintenance to parks, gardens and streetscapes throughout the municipality in accordance with adopted practices and procedures.

3. Key Responsibilities and Duties:

3.1 Undertake works in accordance with routine maintenance programs.

3.2 Mowing, edging and brush cutting grassed areas.

3.3 Prepare and maintain seedling beds and undertake necessary watering, fertilizing and cultivation.

3.4 Undertake planting of seedlings, trees, shrubs.

3.5 Maintain and weed garden beds.

3.6 Undertake Mildura Rural City Council control measures for weeds, diseases and pests.

3.7 Operate horticultural and turf maintenance machinery and equipment as required including tractors and mowers (once competent and assessed).

3.8 Undertake the cleaning of Council's parks and reserves which may include collection of litter, cleaning of public areas, furniture and structures.

3.9 Ensure that Occupational Health and safety procedures are adhered to.

3.10 Collection and disposal of lawn clippings, tree branches, plants which have been removed, etc.

3.11 Maintain plant and equipment in a clean, safe and serviceable condition in accordance with the recommended operating practices including the completion of a daily pre-start safety check and log books.

3.12 Ensure all relevant documentation such as timesheets and plant maintenance checklists are completed and handed into supervisor.

3.13 Participate in and complete training offered by Council.

3.14 Participation and completion of all schooling requirements including assignments and practical assessments.

3.15 Undertake other duties as required within level of training and competency.

4. Accountability and Extent Of Authority:

4.1 Work under routine supervision using specific guidelines and developed skills.

5. Judgement and Decision Making:

5.1 Undertaking of assigned duties ensuring specified standards and guidelines are met within set timeframes and programs.

6. Specialist Skills and Knowledge:

6.1 Basic knowledge and interest in parks and gardens maintenance activities.

6.2 Basic knowledge of and availability to use various items of plant and equipment generally associated with Parks Services and Waste Management activities e.g. mowers, brush cutter, blowers, edger, pressure washer etc.

6.3 Basic knowledge of chemicals used in pest and disease control.

6.4 Ability to undertake physical duties associated with a range of manual tasks.

6.5 Committed to and the ability to learn both on the job and through attending trade school

7. Management Skills:

7.1 Ability to understand and follow direction.

7.2 Ability to follow a works programs.

7.3 Ability to complete works in a cost effective and timely manner.

7.4 Ability to follow procedures including those relating to Occupational Health and Safety.

8. Interpersonal Skills:

8.1 Ability to work effectively within a team environment.

8.2 Ability to maintain an effective working relationship with other Parks staff.

8.3 Ability to develop effective relationships with teachers and students at Trade School.

9. Qualifications and Experience:

9.1 Current driver's license .

10. Physical Requirements

10.1 This position requires the incumbent to be able to undertake tasks that may involve heavy and light lifting, bending, kneeling, squatting, prolonged standing and walking, handling a variety of equipment (eg: brush cutter, edger), sitting and driving a tractor or other vehicle.

11. Occupational Health & Safety Responsibilities:

Employees will:

11.1 Take reasonable care of their health and safety

11.2 Take reasonable care of the health and safety of persons who may be affected by their acts or omissions in the workplace

11.3 Cooperate with their employer with respect to any action taken to comply with the requirement imposed by or under the Act or Regulations

11.4 Work in a safe manner and adhere to all safe working procedures and practices

11.5 Encouraging others to work in a safe manner

11.6 Participate in a consultation process ensuring discussion, sharing and recording of relevant OH&S information

11.7 Report of all workplace injuries or incidents to your supervisor and complete the incident/injury report form at the time of the incident

11.8 Report or rectify any unsafe acts or conditions that come to their attention

11.9 Be responsible for the correct use and maintenance of appropriate safety clothing and personal protective equipment as required

11.10 Maintain security of site, plant and equipment

11.11 Participate in OH&S training and activities in a positive manner

12. Selection Criteria:

Essential core competencies required:

12.1 Genuine interest in Parks and Gardens field.

12.2 Ability and commitment to undertake and complete all aspects of training associated with traineeship.

12.3 Demonstrated ability to follow direction and show initiative.

12.4 Basic knowledge of garden, turf and tree care maintenance.

12.5 Basic knowledge of OH&S practices and principles associated with parks, gardens and tree care and maintenance.

12.6 Ability to work effectively in a team environment.

12.7 Hold a current satisfactory Police Check or willing to obtain one prior to employment.

Appendix 1:

Employees of Mildura Rural City Council were involved in the development of a core set of five values to support the Principles of Business Excellence. This position will be following the values and principles in the operation of the Healthy Communities Department.

Mildura Rural City Council's Values

RESPECT
We will be respectful towards others and value differences.

HONESTY
We will be ethical and open.

INTEGRITY
We will be reliable and trustworthy in all that we do.

TRANSPARENCY
We will be objective and fair in our communications and decisions.

ACCOUNTABILITY
We will be consistent and responsible for our actions.

Mildura Rural City Council's "Principles of Excellence"

PRINCIPLE 1: LEADERSHIP
Clear direction and mutually agreed plans enable organisational alignment and a focus on the achievement of goals.

PRINCIPLE 2: CUSTOMERS
Understanding what customers and other stakeholders value, now and in the future, enables organisational direction, strategy and action.

PRINCIPLE 3: SYSTEMS THINKING
All people work in a system. Outcomes are improved when people work on the system and its associated processes.

PRINCIPLE 4: PEOPLE
Engaging people's enthusiasm, resourcefulness and participation improves organisational performance.

PRINCIPLE 5: CONTINUOUS IMPROVEMENT
Innovation and learning influence the agility and responsiveness of the organisation.

PRINCIPLE 6: INFORMATION AND KNOWLEDGE
Effective use of the facts, data and knowledge leads to improved decisions.

PRINCIPLE 7: VARIATION
Variation impacts predictability, profitability and performance.

PRINCIPLE 8: CORPORATE AND SOCIAL RESPONSIBILITY
Sustainable performance is determined by an organisation's ability to deliver value for all stakeholders in an ethically, socially and environmentally responsible manner.

PRINCIPLE 9: SUSTAINABLE RESULTS
Leaders determine the culture and value system of the organisation through their decisions and behaviour.