



General Hand Parks & Gardens

Position Description



Shire of
Collie

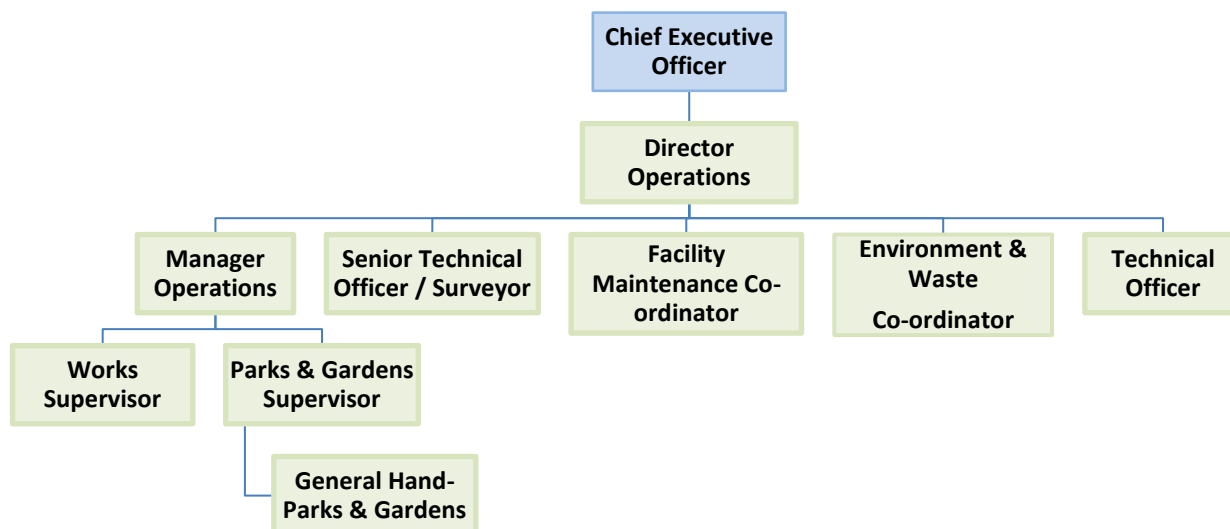
POSITION DESCRIPTION

Position	General Hand – Parks & Gardens
Department	Operational Services
Location	Shire Depot
Reports to	Parks & Gardens Supervisor Director Technical Services
Supervises	Nil
Level	Level 4 – 5 (Works & Services Schedule of Wages – Schedule A) <i>Shire of Collie Industrial Agreement 2023</i>

Position Objective

Reporting directly to the Parks & Gardens Supervisor, you will be part of the Shire of Collie's Parks and Gardens team and safely, effectively, and efficiently carry out maintenance and horticultural activities on the Shire's parks, gardens, and associated facilities including road reserves, and other Council properties.

Technical Services Workforce Structure



Our Vision

Collie - A progressive community, rich in opportunities and as diverse as its heritage and landscape.

Our Values

The core values at the heart of the Council's commitment to the community are:

Integrity

Transparency

Accountability

Collaboration

Respect

Our Commitment to Community

We will lead the delivery of our vision
 We will support local business wherever possible
 We will consult and engage with our community on issues that affect them
 We will encourage, welcome and value feedback
 We will encourage, support and advocate for our community

Key Result Areas of Accountabilities**Responsibilities & Accountabilities:**

This position operates under the direction of the Parks & Gardens Supervisor, Operations Manager and/or Director Operations, and:

- Is responsible for materials, tools, equipment, vehicles, and plant in the employee's use.
- Will work under limited supervision either individually or in a team environment on a range of projects.
- Is responsible for the quality and standard of work performed, including work of other employees and will actively work towards the achievement of the highest standard of outcomes.
- Will ensure that Council's policies and procedures are adhered to providing the best possible service to council.
- Work in the most efficient and effective manner and be part of the team environment.
- Will foster a community focused and service orientated culture amongst fellow team members.
- Will comply with service specifications for parks, reserves, landscape areas, plant nursery and other areas under the responsibility of the Shire of Collie.
- Undertake basic horticultural activities including but not limited to; weeding, pruning, digging, raking, mulching, planting, spraying (with approved herbicides and weed killers), and mowing in accordance with established maintenance programs and/or performance expectations.
- Will always work safely and in accordance with the Shire of Collie's Workplace Health & Safety documents.
- Perform other duties under the direction of the Supervisor.

Behaviour and Conduct:

- Perform duties efficiently, responsibly, and ethically and in accordance with the Shire's Code of Conduct.
- Contribute positively to the team and support the team's efforts.

Safety Responsibilities:

- Ensure that safe work practices are adhered to.
- Ensure that all accidents, workers compensation issues and other incidents are reported and documented.
- Employees have an important role to play in helping the Shire of Collie achieve its desired excellence in health, safety and welfare, in your own interests, and as a legal obligation. All employees therefore have a responsibility to ensure that nothing is done to make health and safety provisions less effective. In particular you must:
 - Take all reasonable care to protect your own, and others, health and safety at work.
 - Ensure that you do not endanger any other person through any act or omission at work.
 - Report property damage, accidents, injuries, and near-accidents to your supervisor immediately.
 - Ensure the correct use of all safety equipment.
 - Obey all instructions, such as policies and procedures issued to protect your own personal health and safety, and the health and safety of others.
 - Report or make such recommendations to their supervisors as they deem necessary to avoid, eliminate or minimise any hazards of which you are aware regarding conditions or methods.
 - Ensure that no consumption of alcohol or drugs are taken that endanger safety at work or the safety of any other persons.
 - Keep your work area tidy.

Selection Criteria – Experience and Qualifications

Essential Criteria

1. High level of interpersonal and communication skills including team building and time management.
2. High level of work ethics, including motivation and enthusiasm.
3. Excellent Horticultural and nursery skills including assistance in turf preparation and maintenance, tree pruning and landscaping.
4. Competent with all aspect of Reticulation and Reticulation Controllers.
5. Sound knowledge in use of power tools and (powered) gardening equipment.
6. Knowledge of Horticultural techniques and plant identification.
7. A good understanding of how to maintain a safe workplace.
8. Ability to manage work practices in a healthy, efficient and safe manner.
9. Possession of a current 'C' drivers' licence.

Desirable Criteria

1. Local Government experience.
2. Leadership experience
3. Traffic management qualifications and/or experience
4. Chainsaw qualification and/or experience
5. Trade Certificate in either Horticulture or Park and Gardens

Training

Willingness and aptitude to undertake further training.

Approval Of Position Description

I have noted the statement of the key duties and responsibilities and other requirements as noted in this position description. I also acknowledge that other duties may be assigned to this position as required from time to time to meet the business needs of the organisation.

Acceptance By Incumbent

Name	
Signature	
Date	

Approved By Chief Executive Officer

Name	
Signature	
Date	