



POSITION DESCRIPTION

Position Title:	Gardener/General Hand
Department:	Property Services
Section:	Parks & Gardens
Responsible to:	Manager Property Services and Natural Resource Management
Position(s) under direct supervision:	No direct reports
Position(s) under indirect supervision:	Contractors, volunteers, staff under managers from other Departments

VISION

A safe community to live, work, play and prosper.

OUR CORE VALUES

Integrity

We will act in an honest, professional and accountable manner that maintains the community trust.

Care and Respect for People

We will treat people with respect in all of our interactions. We are committed to the safety and wellbeing of our community and employees and will show care and empathy when addressing issues.

Responsible

We are mindful of our role as custodian of the community's assets, and will make decisions in a responsible manner. We will consider value for money in decision making and ensure that our operations and systems promote efficiency and good governance.

Open and Reliable

We will carry out our business in a transparent and approachable way, respecting diverse views and valuing the input and contributions from the community. We will act consistently and communicate clearly.

POSITION OBJECTIVES

- To assist in the beautification and grounds maintenance of the Shire of Kojonup properties and assets
- Safely and efficiently operate Council plant and equipment to achieve specified standards; and
- Maintain a safe workplace and follow work procedures for the safety of team members and the Kojonup community, in accordance with workplace health and safety requirements.



SHIRE EXPECTATIONS

Quality of:

- Overall work
- Contribution to the organisation
- Communication with staff, Senior Management team, Councillors and external customers; and
- Promotion of the image of the Shire of Kojonup.

Compliance with:

- Shire of Kojonup objectives, policies and procedures
- Position objectives
- Timeframes
- Work Health and Safety requirements
- Risk management policy and procedures
- Federal and State government agencies requirements; and
- Personal development activities in accordance with the principles of continuous improvement.

KEY RESPONSIBILITIES

Role Responsibilities

- Implement and monitor environmentally sustainable work practices;
- Operate plant and equipment safely in accordance with property programs and skill base;
- Carry out property maintenance programs such as planting, watering, spraying, pruning, weeding, verge mowing, whipper snipping, rubbish pick up and other horticultural activities as directed;
- Carry out property maintenance duties on sporting ovals such as line marking, goals and wicket cover replacement/removal, turf management, irrigation maintenance and mowing activities;
- Liaise between departments/teams within the Shire and outside of the Shire via communication with members of the public in relation to property and assets maintenance;
- Conduct routine and scheduled checking and minor maintenance of irrigation systems; and
- Perform other duties such as general labouring and drain cleaning as requested by manager which may also include support to other departments/teams outside of the horticultural area.

Governance & Risk Responsibilities

It is an employee's responsibility to conform to the duty of care requirements ensuring their own safety and that of others through the prevention of any adverse acts or omissions. An employee should comply with the Shire's Risk Management practices which are explained via the following sources:

- Work Health and Safety Act 2020
- Risk Management Plan
- Code of Conduct
- Employee Manual
- Policy Manual

ESSENTIAL CRITERIA

- Experience as a horticulturalist
- Experience using specialised hand tools and plant/equipment
- Experience in use and application of Pesticides



- Proven ability to correctly prune shrubs and trees
- Basic oral and written literacy and numeracy skills
- Ability to work cooperatively and effectively in a team-based environment
- Strong time management skills, ability to meet deadlines and manage multiple tasks
- Strict adherence to Work Health and Safety policies and procedures

DESIRABLE CRITERIA

- Horticultural experience in Local Government

QUALIFICATIONS AND/OR TRAINING

- Certificate in Horticulture (desirable)
- Chemical Handling Certificate (desirable)
- C class drivers' licence
- HR drivers' licence (desirable)
- WHS White/Blue card (desirable – can be obtained after commencement)
- First Aid Certificate (or ability to complete)

SIGNATURES OF ACCEPTANCE

The details contained in this document are an accurate statement of duties, responsibilities and other requirements of the position.

As the employee, I am aware of the roles and responsibilities and other requirements of the position as outlined in this document.

Signature:

Date:

[Insert name]