

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Gardener</b>
<b>Position Number:</b>	<b>10750</b>
<b>Directorate:</b>	<b>Strategic Projects &amp; Infrastructure</b>
<b>Reports to:</b>	<b>Leading Hand Horticulture</b>
<b>Department:</b>	<b>Infrastructure Services</b>
<b>Agreement:</b>	<b>City of Karratha Enterprise Agreement 2021</b>
<b>Classification:</b>	<b>MEU Level 3</b>
<b>Effective Date:</b>	<b>February 2021</b>

## 1. POSITION OVERVIEW

The Gardener is responsible for performing the tasks and duties as assigned with the aim to provide a level of service for the presentation of the Municipal parks, gardens and reserves in accordance with the objectives and requirements of the Council.

## 2. DUTIES & RESPONSIBILITIES

### 2.1 Garden Presentation and Pest Eradication

- Identify weeds, pests and diseases and apply appropriate methods of control, i.e. through physical and mechanical means or use of chemical control measures.
- Ensure gardens, street trees and lawns are fertilised and groomed to maintain acceptable presentation.
- Maintain presentation of streetscapes, verges, drainage swales and coastal areas.
- Any other duties, including maintenance, as required.
- Routine park clean-up and damage inspections. Collect all litter and hazardous material and dispose of in an approved manner. Inspect structures and amenities, record and report any damage to the Leading Hand promptly.

### 2.2 Technical

- Identify reticulation problems with lawns and gardens promptly report them to Leading Hand. Repair minor reticulation faults.
- Assist with construction projects and major maintenance works as instructed.
- Attend approved training courses and presentations as directed

### 2.3 Occupational Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to safety
- Utilise the City's procedure for *OHS Communication, Consultation and Issue Resolution*.
- They will not misuse or damage any equipment provided in the interests of safety or health
- Observe all safe working practices as directed by the supervisor
- Use and maintain protective equipment correctly
- Report ALL accidents and incidents (including near-miss) arising in the course of work to Leading Hand ASAP and then complete the Accident Incident Report form within 3 days.

- Report all hazards using the Hazard Notification Form.
- Other roles and responsibilities outlined in the *OHS Management at the City of Karratha: Roles and Responsibilities*.

### **3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

#### **3.1 Specialist Knowledge and Skills**

- Good knowledge and skills with the use and maintenance of various types of equipment associated with parks and gardens maintenance.
- Knowledge and understanding of general horticulture principles.
- Ability to manage work commitments and meet deadlines.

#### **3.2 Inter Personal Skills**

- Ability to work well with in a team.
- The ability to effectively communicate with clients, other employees and members of the public and in the resolution of minor matters.

#### **3.3 Physical Requirements**

- Fitness, agility and mobility to safely carry out use of necessary tools and perform heavy lifting in accordance with Worksafe guidelines.
- Fitness, agility and mobility to safely carry out tasks in a variety of weather conditions from extreme heat and humidity to cold windy conditions.

#### **3.4 Qualifications and Experience**

- Qualification, or study towards a Certificate III in Horticulture or Conservation and Land Management (desirable)
- Relevant experience in horticulture (desirable)
- Provide First Aid Certificate
- Current Manual MR class driver's licence (desirable)
- National (or Federal) Police Certificate (no more than 6 months old)