

POSITION DESCRIPTION

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| Position Title: | Natural Areas & Horticulture Trainee |
| Position Number: | 11074 |
| Directorate: | Strategic Projects & Infrastructure |
| Reports to: | Parks & Gardens Supervisor |
| Department: | Infrastructure Services |
| Agreement: | City of Karratha Enterprise Agreement 2021 |
| Classification: | Percentage of MEU Level 4a |
| Effective Date: | August 2021 |

1. POSITION OVERVIEW

Undertake a Traineeship of technical and practical training leading to a Certificate IV Conservation and Land Management and a Certificate III Horticulture.

2. DUTIES & RESPONSIBILITIES

- Undertake horticultural activities including not but limited to weeding, pruning, digging, raking, mulching, planting, watering, mowing, whipper snipper, blowing, manual labour and spraying (with approved herbicides and weed killers)
- Promote work practices that are industry competitive.
- Work safely in accordance with the City of Karratha Occupational Health and Safety Management Plan.
- Complete accurate, timely reports as may be required including (but not limited to) activities, health and safety, accident and incident and workers' compensation.
- Operate in a safe and efficient manner a range of minor and specialist hand tools as well as minor mechanical plant up to, but not limited to, turf and nursery maintenance and renovation equipment.
- Attend and complete training courses as requested by the City.
- Work safely in accordance with the City of Karratha Occupational Health and Safety Management Plan.
- Work primarily with Natural Areas Officer and Gardeners to maintain areas to meet Parks and Gardens level of service.

2.1 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 direct line manager / supervisor 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 Authority and Accountability

- Operates under the direction of the Parks & Gardens Supervisor, Parks & Gardens Coordinator and Manager Infrastructure Services. On the job training will be provided by the Parks & Gardens Team or other relevant employees where required

3.2 Judgement and Problem Solving

- Ability to read and comprehend instructions, memos, general correspondence and apply common sense to carry out instructions.
- Ability to perform assigned tasks with minimal supervision.

3.3 Inter Personal Skills

- Ability to write simple correspondence.
- Ability to present information verbally in a one-on-one situation and small groups.
- Basic numeracy skills, having the ability to use these skills with weight, volume and distance measurements.
- Ability to work both autonomously and within a team.
- Demonstrate a can do attitude to work.
- This position requires the person to be self-motivated and able to work autonomously.

3.4 Qualifications and Experience

- High School Certificate or equivalent Education Certificate or one to three months related experience and or training, or an equivalent combination of education and experience
- Current Manual C class driver's licence (desirable)
- National (or Federal) Police Certificate (no more than 6 months old)
- Willingness to obtain qualifications in Certificate III Horticulture & Certificate IV in Conservation & Land Management