

# Position Description



## Job Details

Job Title: [Trades Gardener](#)

Reports to: [Coordinator – Open Space](#)

Group: [City Operations](#)

Position Number: [IO0249, IO0262, IO0263, IO0264](#)

Grade: [D](#)

Date: [October 0218](#)

Objective Doc Ref: [\[Insert\]](#)

## Position Purpose/Job Summary

The Open Space unit is responsible for the maintenance of Council's parks, playing fields, gardens and reserves to meet the service level agreements determined by the Assets branch and the expectations of the residents of Fairfield City Council.

The Trades Gardener is responsible for leading and supervising a small team of staff and contractors with responsibility for delegated duties and activities to facilitate the maintenance of the City's open spaces, parks, gardens and reserves to the standard determined by the service level agreements with the Assets Department.

The Trades Gardener will supervise Apprentice staff and train them in the skills to complete their apprenticeship. The Trades Gardener will be required to provide skilled operation of Open Space plant and equipment in a competent, safe and efficient manner. The role will utilise a range of equipment that includes but is not limited to: out front mowers, tractors and their attachments, weed spraying units, blowers, and whipper snippers. The Trades Gardener must be competent in the safe operation of this equipment.

## Selection Criteria - Knowledge, Skills, Qualifications and Experience required

- Certificate III in Horticulture, Local Government or Green Keeping or experience in a related field (typically 5 years).
- Construction Induction Card (Whitecard)
- ChemCert Certificate ( or willingness to obtain)
- Experience using appropriate weed spraying equipment and controls.
- Drivers Licence Class 1A.
- MR Licence (desirable).
- Extensive experience and skills in parks maintenance such as operations of tractors and equipment.

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## Selection Criteria - Knowledge, Skills, Qualifications and Experience required

- Knowledge of traffic control procedures.
- Supervisory skills to lead and direct a team.
- Communication and interpersonal skills for interacting with and responding to staff and members of the community.
- Negotiation and conflict resolution skills.
- Experience in conducting site inductions and inspections.
- Working ability to control and direct staff to maintain site safety.
- Safety awareness in a broad area of work related activities.
- Experience in operation of a range of minor plant and equipment.

## Key Accountabilities – Position Specific

1. Delegate, direct and supervise staff (operator may be in another park/reserve) to carry out assigned parks and gardens maintenance and development activities to ensure the completion of high standard of presentation of Council parks, gardens and reserves.
2. To be aware of sustainability and demonstrate that social environmental, economic and governance issues have been considered and adequately addressed in all planning, decision making and operational procedures.
3. Operate various items of plant, including; hand held and hand operated machinery, ride-on mowers and tractors with attachments to effectively maintain and improve designated areas and surrounds to a high standard.
4. Conduct routine park clean up and damage inspections, arranging for collection of all litter and hazardous material and ensuring disposal of in an appropriate manner to maintain designated areas in a clean and safe standard.
5. Operate a gang truck up to 4.5 GVM to facilitate the transport of plant required to complete gardening duties.
6. Provide turf care, mowing grassed areas and fertilising as required to maintain grassed areas with a high standard of presentation of Council's parks, gardens and reserves.
7. Identify weeds and use appropriate methods of control, i.e through mechanical means to maintain acceptable presentation.
8. Establish the work site with consideration for site safety and traffic circumstances to ensure the site provides a safe working environment for employees and passing pedestrian and road traffic.
9. Oversee the completion of accountable documents (plant and running sheets, wages timesheets) to ensure that accurate records (such as employee starting and finishing times) are kept and delivered to appropriate staff within agreed time constraints.
10. Check all plant and equipment on a daily basis to ensure sufficient stock and to maintain safety requirements.
11. Transport machines being operated to work site to ensure that plant is available at required for work to be completed.
12. Complete all paperwork required i.e Risk Assessments, SWMS, SWP's/PTA's, Park Inspection Sheets, Chemical Application Form, etc in a professional manner and submit within appropriate timeframes.

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Key Accountabilities – Core	
1.	Use Corporate IT Applications/Systems, ensuring compliance with Council standards and policies, to facilitate achievement of required outcomes.
2.	Comply with the requirements of Council's Work Health Safety Management System (WHSMS) and fulfil relevant WHS responsibilities as per WHS-01.1.1 Responsibilities, Authority and Accountability Guideline whilst employed by or acting on behalf of the Council
3.	Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other tasks or duties that may be allocated from time to time
4.	Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council
5.	All employees are required to treat colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions, as well as report any suspected case of discrimination or harassment that they witness. This requirement is in accordance with Fairfield City Council's Values and commitment to equal employment opportunity and a workplace free of discrimination and harassment.

Reporting Relationships
Direct: 1-3 people including Apprentices.
No. of Indirect: Nil

Key Relationships	
1 Internal	
Communicating with	Nature of Communication
Construction and Maintenance Coordinator and Assistant Coordinator, Supervising Gardeners, Open Space Operators.	Daily to receive work instruction and communicate about progress. Receive details on work to be completed. Direct operators to undertake work as required. As required to order and collect materials and supplies.
Bush Regeneration, Assets Open Space	As required to discuss plans.
Infrastructure and Construction operational and administration staff.	As required to obtain information.
Mechanical Workshop	As required to discuss maintenance issues or seek advice.
Key Relationships	

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2 External	
Communicating with	Nature of Communication
Residents and members of the community	As required to answer and provide information relating to work being undertaken.
Contractors/Suppliers	Daily to ensure contractors are appropriately supervised to ensure that the work is carried out in a safe manner in accordance with the FCC WHSMS.

Position Dimensions
Budget: Nil Operating: Nil Staffing: Nil

Decision making Authority & Accountability
<p><b>Decisions made by self</b></p> <ol style="list-style-type: none"> <li>1. The City Manager authorises you to take the actions required to make your workplace safe and to fulfil your WHS responsibilities in WHS-01.1.1</li> <li>2. The position acts in accordance with Council policies and procedures and in a safe working manner.</li> <li>3. The position receives instruction and then works as part of a small team to achieve the outcomes required by the daily work roster. The position is required to adjust work plans using judgement to make operational decisions to meet changing conditions in the work environment.</li> </ol> <p><b>Decisions made in consultation</b></p> <ol style="list-style-type: none"> <li>4. The position may need to consult on the safe establishment of a job site having due regard to traffic circumstances and customer requirements.</li> </ol> <p><b>Decisions referred to manager</b></p> <ol style="list-style-type: none"> <li>5. Problems to abnormalities need to be analysed and if there are no precedents determine the best approach to solving these in consultation with Coordinator, Assistant Coordinator, Supervising Gardener or Plant Operator.</li> </ol>

Problem Solving
<p>Challenges currently facing this position include:</p> <ul style="list-style-type: none"> <li>• Carrying out parks and gardens maintenance in a public domain given the need to maintain constant awareness of pedestrian and traffic safety on work being carried out on site.</li> <li>• Maintaining a high standard of presentation of Council's parks, gardens and reserves given the impact of the local government in implementing and maintaining landscape areas in</li> </ul>

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varying climatic conditions.

- Responding to increasing demands for park improvements given the resources available and the expectations of the community.

## Competencies

Performance in this role will be assessed on 6 core competencies that apply consistently to all jobs within Council. Each year performance criteria including 6 relevant job specific competencies (identified in the Job Specific Skills Dictionary) and an Individual Work Plan will be negotiated and established in consultation with your manager.

## Signature

Signature		
<b>Employee:</b>	<b>Signature</b>	<b>Date</b>
<b>Authorised by: (Manager)</b>	<b>Signature</b>	<b>Date</b>