



POSITION DESCRIPTION – General Hand / Parks & Gardens

Position Title:	General Hand / Parks & Gardens
Classification:	Level 4
Tenure:	Full time, permanent
Award:	Local Government Industry Award 2020
Department/section:	Works

1. POSITION OBJECTIVES

To carry out all necessary Parks & Gardens/Town Maintenance tasks, including maintenance and care of the Shire's parks/gardens, grassed playing/recreational surfaces, public facilities and other infrastructure and asset areas.

2. POSITION COMPETENCIES

- Sound general greenkeeper/horticultural/gardening skills
- Sound knowledge of the general parks and gardens and streetscape maintenance including landscaping, tree maintenance, reticulation systems
- Knowledge of commercial cleaning products and equipment, including their safe use
- Demonstrated ability to use initiative, safe work practices and to self-manage to operate largely unsupervised
- Good time management skills
- Sound skills in the safe use of light machinery and hand tools, including but not limited to; utilities, tractors, light trucks, mowers, slashers, trimmers, blower/vacuums, chainsaws
- Good verbal and written communication skills
- Good working knowledge of workplace health and safety principles and standards
- Hold and maintain a current Driver's Licence (minimum 'C' class licence required)
- Working knowledge of chemicals and fertilisers to be used in caring for grassed playing surfaces as well as in general gardening
- Hold current ticket / qualification in relation to chemical handling, storing and use
- Senior or Basic First Aid Certificate

3. KEY RESPONSIBILITY AREAS

3.1 Parks & Gardens

- To assist with the construction and maintenance of Council's assets and infrastructure, including to help construct, repair and maintain the Shire's parks and gardens, grassed playing/recreational surfaces, grassed tennis courts and bowling green, and golf course, to a professional and high standard, but including to perform other maintenance or labouring duties as where necessary to achieve team objectives (for example, to provide works and services generally to the community, including refuse and litter removal, cemetery maintenance and grave digging, tree lopping, and carry out other duties as directed by the Works Manager).
- To regularly monitor and clean the Shire's public ablutions and public facilities to ensure they are fit for use and maintained to a reasonable standard;

- To operate in a suitably skilled manner, a variety of light and other machinery as directed, including but not limited to; light trucks, tractors, passenger vehicles, and mowers, etc as required. Including to perform daily pre-start checks, maintain, keep clean and be accountable for work vehicles, equipment and tools used.
- To carry out all work efficiently, effectively, within established guidelines, and in a professional manner as per the Shire's Code of Conduct, and contribute positively and productively to a harmonious work place, including to take responsibility for the quality and standard of work performed, and that of your work colleagues.
- To adhere to and promote safety in the workplace as per the Shire's Occupational Safety and Health policies.
- To observe and report on damage/maintenance requirements of equipment/tools in your care.
- To identify and report any actual or perceived hazards/dangers/accidents to the Community Development Officer.
- To undertake additional training where appropriate and authorised so as to maintain/enhance service skills.
- Due to workload or during critical incidents (e.g. weather, fire, or man-made events) you may be required with minimal notice, to work overtime and on weekends.
- As reasonably directed, assist the Road Crew to perform any road maintenance and construction tasks, within known competencies or with adequate instruction / training.

3.1 General

- Understand the implications of the Shire's Code of Conduct and comply with all requirements regarding standards of professional and personal behaviour including demonstrating the Shire's corporate values.
- Maintain the customer service standards we expect in accordance with the Shire's Customer Service Charter
- Create and retain accurate and complete records of business activities, in accordance with the Shire's Recordkeeping Plan.
- Support the principles of equity and diversity within the workplace to be respectful and inclusive.
- Adhere to Council policies, procedures, guidelines and standards.
- Be open and accountable in participating in all performance management processes.
- Participate in learning and development opportunities as agreed.
- Undertake any other duties, as reasonably assigned by the CEO or supervisor, within known competencies or with adequate instruction / training

3.2 Occupational Safety and Health

- Take reasonable care for your own health and safety and those who may be impacted by your activities, acts or omissions
- Comply with all reasonable instructions given in the interest of health and safety
- Use all protective equipment and clothing provided in accordance with the manner they have been instructed to be used
- Ensure that all accidents, incidents and hazards are reported and documented.
- Ensure that safe work practices are promoted and adhered to and ensure safe work standards are maintained by all employees as per the Shire's Occupational Health, Safety and Environment Policy and Occupational Safety and Health (OSH) legislation.
- Show initiative in establishing better practice methods for safe work practises

4. ORGANISATIONAL RELATIONSHIPS

Reports to:	Works Manager
Supervision of:	Nil
Internal Liaisons:	Shire Employees
External Liaisons:	General Public / Ratepayers Community Groups and Sporting Clubs

5. EXTENT OF AUTHORITY

Works under direct supervision and performance outcomes are regularly monitored by the Works Manager within the Shire's established guidelines, procedures and policies, as well as statutory provision of the Local Government Act and other legislation.

No Delegations or Authorisations are applicable.

6. ACCEPTANCE AND SIGNATURES

I acknowledge and accept the requirements of the General Hand / Parks & Gardens Position Description as part of the Condition of Employment, as highlighted above.

Manager/Supervisor: _____

Employee: _____

Date: _____ / _____ / 20____