



POSITION DESCRIPTION – APPRENTICE HORTICULTURALIST

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| Position Title: | Apprentice Horticulturalist |
| Classification: | Level 1 |
| Tenure: | Full time, Permanent |
| Award: | Local Government Industry Award 2020 (State Industrial Agreement) |
| Department/section: | Works |

1. POSITION OBJECTIVES

The Apprentice Horticulturalist will work under the direction of the Leading Hand Parks and Gardens, through study and on-the-job training, to carry out a broad range of tasks to maintain and enhance the Shire's parks, gardens, grassed recreational surfaces, public amenities and other infrastructure.

2. KEY RESPONSIBILITY AREAS

2.1 Parks and Gardens

- Provide support for works undertaken by the Works team, under direction from the Leading Hand Parks and Gardens
- Attend off-the-job structured training, as required by the Training Agreement for the Apprenticeship, and other courses as identified
- Under direction, undertake operational tasks and the safe use of plant and equipment for the position, in line with learning and competencies
- Implement learnings to effectively manage and maintain turf and recreational playing surfaces
- Implement learnings to effectively identify and control weeds, pests, diseases and disorders in relation to turf and plant management
- Implement learnings for safe chemical handling, storage and use
- Assist to undertake playground inspections and maintenance tasks
- Implement learnings to carry out Parks and Gardens, and Town Maintenance tasks

2.2 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.

- Due to workload or during critical incidents (e.g. weather, fire, or man-made events) you may be requested, with minimal notice, to work overtime and/or on weekends.
- Undertake any other duties, as reasonably assigned by the CEO, Works Manager or supervisor, within known competencies or with adequate instruction / training

2.3 Work Health and Safety

Worker

- Work with care for their own safety and health and that of others.
- Participate in developing safe work procedures and follow them.
- Participate in training.
- Use equipment properly and report any faults/damage.
- Use personal protective equipment as directed.
- Report hazard and incidents to their Supervisor/Manager.
- Participate in your return-to-work plans.

3. ORGANISATIONAL RELATIONSHIPS

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| Reports to: | Leading Hand Parks and Gardens Works Manager |
| Supervision of: | Nil. |
| Internal Liaisons: | Councillors Chief Executive Officer Shire Employees |
| External Liaisons: | Other Local Governments Government Departments and External Agencies General Public / Ratepayers |

4. EXTENT OF AUTHORITY

Works under direct supervision and performance outcomes are regularly monitored by the Leading Hand Parks and Gardens within established guidelines, procedures and policies of Council, as well as statutory provision of the Local Government Act and other legislation.

Delegations and Authorisation do not apply to this position.

5. SIGNATURES

I acknowledge and accept the requirements of the Apprentice Horticulturalist Position Description as part of the Condition of Employment, as highlighted above.

Manager/Supervisor: _____

Employee: _____

Date: _____ / _____ / 20____