

Position Description

Position:	Trainee Parks & Gardens
Incumbent:	
Key Result Area:	Asset management
Classification:	Trainee under the Local Government Industry Award 2010 Appendix E1 Wage Level B
Award name:	Victorian Local Authorities Award 2001 varied by the Towong Shire Council Enterprise Agreement 2014
Hours:	76 hour, 9 day fortnight
Employment status:	Temporary Full time – Contract length to be agreed
Worksite location:	Tallangatta Depot
Reports to:	Team Leader
Supervises:	Nil
Approved by:	Chief Executive Officer
Date approved:	January 2018
Document type:	Position Description
Reference:	Personnel

Position Objectives

- Demonstrate positive and supportive behaviours, consistent with Council's values, towards all staff, contractors and Councillors.
- Embrace innovation, technology and sustainability in delivering the objectives and key responsibilities of the role.
- Contribute to the efficient construction, maintenance and operation of community infrastructure assets.
- Ensure parks, reserves and urban roadsides meet service quality standards.

Key Responsibilities

Assist the Parks Maintenance Staff:

- Undertake routine maintenance works in Council controlled parks, reserves and selected roadsides in urban and rural areas.
- Prune trees to ensure they remain healthy and well formed.
- Plant trees in specified locations.
- Report on the safety of playground equipment and to ensure that any necessary repairs are undertaken.
- Undertake capital works programs for parks and reserves in accordance with budget allocations.
- To undertake routine maintenance at cemeteries and toilet blocks as directed.
- Operate allocated plant to the satisfaction of the Team Leader.
- Accurately record work related activities on timesheets daily.
- Complete relevant paperwork such as vehicle plant checklists, incident report forms, safe work method statements.
- Identify and report faults on plant and equipment to Team Leader.
- Participate in and contribute to activities, to improve individual, team and organisational performance.
- Carry out other duties as directed that are within the limits of the employees skills, competence and training.

Risk Management

- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
- Ensure compliance with the Information Privacy Act 2000 and treat all information of a sensitive nature concerning the business of Council, Ratepayers or Residents in a professional and confidential manner.

Occupational Health and Safety

- Ensure Council's Occupational Health and Safety Policy and Procedures are observed and complied with at a personal level.
- Ensure that no actions taken by the trainee interfere with or place at risk the health and safety of any person at the workplace.

Other

- Fulfill any other duties as directed by the Team Leader that are reasonably within the limits of the employee's skills, competence and training.

Additional Factors

The preferred candidate will be required to undertake and successfully pass a functional assessment that tests their ability to undertake the physical inherent requirements of the position.

Qualification and Experience

- Completion of year 10 with good academic results.
- Ability to undertake the study requirements to attain a Certificate II or III level Horticulture qualification. Training will be provided with a registered training provider, and will be on the job and in class.
- Construction Induction white card (or willingness to obtain).
- Current Drivers Licence (or willingness to obtain).

Accountability and Extent of Authority

- Under the guidance of the Team Leader, authority is extended to decision and policy making within areas managed not requiring a direct Council resolution, within the constraints of the Council Plan, policy and delegations, statutory obligations and budget.

Judgment and Decision Making Skills

- Ability to utilise documented processes and systems in decision making, referring difficult situations to supervisor.

Specialist Skills and Knowledge

- General knowledge of tasks involved in Horticulture.
- Ability to understand relevant policies and procedures, especially occupational health and safety.

Management Skills

- Ability to manage own time, set priorities and plan and organise one's own work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

Interpersonal Skills

- Excellent written and oral skills.
- Ability to work as a team member, and maintain effective communication with staff.
- Ability to communicate within all levels of Council, community and external sources as required.
- A genuine interest in completing a traineeship in Horticulture.

Physical Working Conditions

Type of Hazard	Frequency					
	Rarely		Regular		Often	
	1	2	3	4	5	6
Noise eg. chainsaw	X					
Manual Handling eg. lifting			X			
Operation of heavy machinery eg. tractor	X					
Confined spaces eg. sewerage lines	X					
Hazardous substances eg. herbicide				X		
Heat and exposure eg. outdoors					X	
Isolation eg. tip supervision	X					
Sedentary eg. computer operation		X				
Dusty environment eg. quarry	X					

Key: Rarely: once monthly for say ½ hour
 Regularly: once weekly for say 1 - 2 hours
 Often: once daily for say at least 3 hours

This position description has been approved by the Chief Executive Officer.

Juliana Phelps
 Chief Executive Officer
 Date: