

# Gardener/Labourer

<b>Position Number</b>	1282
<b>Directorate</b>	Infrastructure
<b>Service Unit/Department</b>	Streetscapes and Botanics
<b>Location</b>	Municipal Depot, Selkirk Drive, Horsham
<b>Position Classification</b>	Band 3
<b>Position Appointment</b>	Permanent Full-time
<b>Enterprise Agreement</b>	Horsham Rural City Council Enterprise Agreement Number Ten, 2022-2025
<b>Reports to</b>	Leading Hand Streetscapes

## Organisation Values - **FAIR**

### **Flexibility**

We are adaptable to changing circumstances

### **Accountability**

We are responsible for our behaviour and actions

### **Integrity**

We are ethical, transparent and honest in our conduct

### **Respect**

We value diversity and appreciate others and will not tolerate sexual or others forms of harassment

## 1. Position Objectives

Provide gardening and plant operation support services to the Streetscapes Unit by undertaking maintenance of landscaped Council gardens and other areas throughout the municipality.

In addition, the position can be deployed to other work units as required and as directed to meet the needs of the Waste and Environment Department.

## 2. Key Responsibility Areas

- Ensure that landscaped river front areas and reserves are kept in a well-maintained condition in accordance with the schedule of works determined by the Leading Hand of Streetscapes and Team Leader of Streetscapes and Botanic.
- Inspect, document, implement and monitor programs for the maintenance and renovation of garden beds in Council parks, reserves, central business district garden beds and recreation areas.
- Provide general support for other Streetscapes and Botanic activities through the provision of labour and operation of plant and equipment as required.

### General

- Routine daily safety check of any plant items under direct control including cleaning and minor routine maintenance requirements.
- Maintenance of an accurate daily record of work undertaken, including plant usage.
- Knowledge in electronic devices, such as a tablet or touch phone or a willingness to learn. Using electronic devices to record and receive information for Council will be a key part of the role.

Note: In accordance with award provisions, Council may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skills base.

### **3. Accountability and extent of Authority, Judgement and Decision Making**

- Responsible to the Leading Hand Streetscapes for the satisfactory completion of duties within the set time schedule; to the appropriate standard and in a safe and efficient manner in accordance with the Occupational Health & Safety Act, regulations and requirements and Council policies that apply.
- In so far as resources permit, responsible for ensuring the quality of work performed and that tasks are performed as efficiently, effectively and as safely as possible.
- Responsible for the care of assets entrusted to the position.
- This position requires some personal judgement and problem-solving capabilities, interaction with the public and the nature of work is usually specialised with procedures well understood and clearly documented.
- May assist in providing on-the-job training for other employees.

### **4. Skills and Knowledge**

- Sound Horticultural knowledge and experience.
- Experience in the operation of medium plant and equipment, including tractors using various linkage and power take-off drive implements such as mowers (including hydraulic gangs), specialised turf renovation implements, soil tillage and cultivation implements and fertiliser applicators, together with the ability to undertake routine maintenance.

### **5. Management and Administrative skills**

- Ability to work constructively as part of a team to achieve objectives set by manager or supervisor but also to work independently as directed.
- Good time management skills and the ability to achieve objectives within budget.
- Basic computer skills and knowledge.
- Basic first aid skills.

## 6. Interpersonal skills

- A reasonable standard of oral and written English skills.
- Good personal presentation and the ability to deal courteously and efficiently with the public.

## 7. Qualifications and Experience (Selection Criteria)

- Certificate III in Horticulture (preferred).
- Experience in the operation of minor to medium horticultural plant and equipment.
- Current driver's licence, with relevant endorsements desirable.
- Chemical Users Certificate (preferred).
- Experience undertaking a majority, or all of the duties described.
- Able to pass a pre-employment medical examination, with a focus on the manual handling and outdoor nature of the work, and police records check.

## 8. Organisational Relationships

<b>Reports to:</b>	Leading Hand Streetscapes
<b>Supervises:</b>	Apprentices and Casual staff
<b>Internal Liaisons:</b>	Team Leader Streetscapes & Botanics Coordinator Parks & Gardens Other employees Depot staff (Administration)
<b>External Liaisons:</b>	The Public

## **9. About Horsham and Horsham Rural City Council**

Horsham Rural City is a vibrant, multi-cultural community situated in the heart of the Wimmera region of Victoria, approximately 300 kilometres north-west of Melbourne. The municipality has a population of approximately 20,000, covering an area of 4,267 square kilometres, with approximately three quarters of residents living within the urban area of Horsham.

Horsham is the major provider of retail, community and government services in the Wimmera, with dryland and broadacre agriculture being our major industry. There are a range of quality educational and health care facilities including secondary colleges, a university and an agricultural college.

Council is committed to working with the community to develop the municipality through strong leadership, vision, good governance, responsive services and quality infrastructure, whilst enhancing our liveability and natural environment.

### **Accessible and Inclusive Employer**

Horsham Rural City Council supports flexible and accessible working arrangements for all staff. We are progressive, open to new approaches, and aim to be an inclusive and diverse workplace that celebrates the contribution made by all our staff.

### **Occupational Health and Safety/Risk Management**

All employees are required to follow workplace health and safety requirements and obligations in accordance with legislative frameworks, Council policies (including the OHS Responsibility and Accountability Procedure) and other workplace procedures at all times.

Employees will also observe and comply with Council's Risk Management Policy and the application of sound risk management practices within the workplace and the community.

**10. Further information**

Horsham Rural City Council is an Equal Opportunity and Child Safe Employer and values Flexibility, Accountability, Integrity and Respect. We encourage and celebrate all cultures, heritage and diversity. We recognise the important and ongoing place that all Indigenous people hold in our community.

Council encourages applications from people of all abilities and can make information available in alternative formats if required.

Council and its employees also have obligations under Victoria’s Charter of Human Rights and Responsibilities. See the People & Culture Department or [www.humanrightscommission.vic.gov.au](http://www.humanrightscommission.vic.gov.au) for further information.

Manager People & Culture  
Horsham Rural City Council  
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Horsham Victoria 3402  
Email: [hr@hrcc.vic.gov.au](mailto:hr@hrcc.vic.gov.au)

**11. Sign Off**

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Document prepared by: People & Culture Department

**Approved by:** .....  
(Director Infrastructure)

Date: .....

**Employee name:** .....

**Signature:** .....

Date: .....