

Horticulture Trainee

POSITION DESCRIPTION



Position Number:	3469
Department:	Community Services
Section:	Parks
Unit:	Botanic & Kershaw Gardens/Parks Operations
Position Status:	Fixed Term - Full Time
Classification:	Order – Apprentices and Trainees Wages and Conditions
Reports To:	Supervisor
Revised:	August 2020

General Position Statement

This position supports Council's direction by undertaking a Traineeship in Gardening specialising in Horticulture and landscape maintenance with the commitment to providing assistance in a professional, efficient and confidential manner ensuring the development of good working relationships with all staff and the public.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Commitment to undertaking all traineeship requirements and to the successful completion of the traineeship.
- Studying towards a Certificate II in Horticulture.
- Undertake routine horticultural and landscape maintenance activities of a support nature to the Unit.
- Read and carry out basic instructions.
- Maintain and operate small machinery and hand tools.
- Report any defects or problems to the Supervisor, e.g. equipment or safety concerns.
- Provide good customer service to internal and external customers.
- Perform on-the-job training specifications set down in the relevant national competency standards and training plans.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

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Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- A genuine interest in the horticultural industry.
- Ability to undertake a range of horticultural and landscaping tasks with general supervision.
- An understanding or ability to acquire knowledge of the basic requirements of horticulture.
- Knowledge or ability to acquire working knowledge of the requirements for small machinery, hand tool operation and maintenance.
- Ability to carry out instructions.
- Ability to complete relevant national competency standards and training plans.
- Numeracy, written and verbal communication skills.
- Developing knowledge of work practices and policies relevant to the section/unit.
- Planning and organisational skills.
- Possess a positive attitude and ability to work well within a team to achieve outcomes.
- Ability to effectively operate Council's computer systems including the MS Office Suite.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.

Desirable Qualifications and Experience

- Construction Industry Induction (White Card).

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council. *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Work Environment and Physical Demands

- This position is an outdoor role and will require the employee to carry out physical tasks which may include manual handling of up to 20kg, repetitive bending, kneeling and twisting and/or squatting.

Additional Requirements

- Ability to work in an office environment.
- Ability to work in an outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.

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- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised against Hepatitis A&B and Tetanus.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	