Gardener
POSITION DESCRIPTION



Position Number:	3594
Department:	Communities and Lifestyle
Section:	Open Spaces and Recreation
Unit:	Arboriculture and Streetscapes
Position Status:	Permanent Full Time
Classification:	Level 4 - Rockhampton Regional Council External Employees Certified Agreement 2022
Reports To:	Team Leader
Revised:	November 2026

General Position Statement

This position supports Council's direction by playing a key role in supporting the Team Leader to ensure effective and efficient use of resources under their control. The primary aim of this position is to carryout horticultural and arboriculture tasks in the planning, development and maintenance of community usage areas including parks, open spaces, sports fields, associated facilities and other areas within the Rockhampton Region.

Specific Responsibilities

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

- Ensure areas within the Rockhampton Region are maintained to a high horticultural and arboriculture standard.
- General maintenance of parks, reserves, road reserves, streetscapes and/or sports fields, including but not limited to mowing, whipper snipping, weeding, mulching, blowing, herbicide application, irrigation, planting trees and shrubs and labouring.
- Conduct visual inspections of park and open space facilities and report and/or rectify hazards at playgrounds, park and street furniture maintenance/installation, public toilet and miscellaneous street cleaning, fencing, amenities cleaning and acts of vandalism and broken or worn facilities.
- Use of gardening tools and machinery including but not limited to mowing equipment, chainsaw, pole saw and secateurs.
- Update and maintain weekly work schedules and work requests to ensure maintenance activities are kept on track, delivered on time and are consistent with Council and other relevant standards.
- Rejuvenate open spaces, parks, gardens and urban spaces prior to community events to ensure they are of a high standard of presentation to the community and visitors.
- Operate, regularly maintain and service plant, tools, equipment and park assets in accordance with the operator's manual, Council's procedures and good practice.
- Carry out plant propagation as required.
- Identify and control plant diseases, harmful pests, fungal infestations and any other threats including the application of pesticides within the scope of training and knowledge.



- Ensure compliance with pre-start checklist including servicing, greasing, safety check of vehicles and maintain appropriate service records on a daily basis.
- Ensure equipment and machinery is appropriately maintained and repaired.
- Ensure Safety Plans are developed and implemented prior to commencement of construction works.
- Develop plans for garden refurbishment/rejuvenation and landscaping, including costings and submit for approval.
- Make recommendations for opportunities for greater efficiency within work area.
- Participate in job rotation and multiskilling where required to ensure the Unit's workloads are being achieved.
- May be required to supervise and/or mentor lower classified officers.
- Refer matters that may impact upon the business, Council and employees to the relevant Team Leader, Supervisor/Curator, Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

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

Skills/Competencies

- Ability to operate zero turn mowers and other small plant associated with horticulture such as brushcutters and blowers and experience in grass cutting.
- Working knowledge of small machines and tools including maintenance and servicing requirements.
- Knowledge or ability to quickly acquire knowledge of work procedures relevant to the work area.
- Proven knowledge of manual handling techniques, chemical storage and safe work practices.
- Demonstrated knowledge of effective pruning techniques and a range of cutting and pruning equipment.
- Demonstrated knowledge of the maintenance and installation of irrigation systems.
- 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.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.

Qualifications

- Qualifications in Certificate II or III in Horticulture or (or related discipline) and/or substantial work experience relevant to the position.
- Ability to legally operate a motor vehicle under a "C" Class Licence (Minimum Provisional).
- Hold a Construction Industry Induction (White Card).

Desirable Qualifications and Experience

- Traffic Management Implementation (formerly referred to as Level 2 Traffic Management).
- Be licenced to undertake traffic control duties as per the Traffic Controller Accreditation Scheme.
- Ability to legally operate a motor vehicle under a "MR" Class Licence.



- Operate and Maintain Chainsaws and Fell Small Trees Certificate.

Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council's customers and community outcomes.
- *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* – Act in accordance with Council's Code of Conduct.
- *Council Values* – Demonstrate behaviours aligned to Council's values: *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, twisting and/or squatting.

Additional Requirements

- 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.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised in accordance with Council's Occupational Risks and Immunisation Register.

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.

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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:	