



Position Description

Parks and Gardens Officer

Our Vision	Our Objectives	Our Values
A vibrant coastal community, connected to the environment, living the village lifestyle.	- Enhance community connection and well-being. - Operate as environmental custodians for the future. - Support local jobs, industry, and small business and facilitate sustainable development.	Consistency Sustainability Honesty Integrity Teamwork Transparency Respect
Our Commitment		
Protect what makes us special, improve our quality of life, and plan for future generations.		

Position:	Parks and Gardens Officer	Direct Reports:	No Direct Reports
Level:	Level 4		
Department:	Parks and Reserves		
Reports to:	Coordinator Parks and Reserves		
Status:	Full-time		

Performance Summary
The Parks and Gardens Officer is expected to: - Maintain and improve the Shire's parks, gardens, recreational areas, roadsides and Council property surrounds. - Have a strong focus on workplace health and safety. - Enhance external relationships with the community. - Deliver customer service with a high level of interpersonal and communication skills. - Be inspired and motivated as part of the Parks and Reserves team. - Accept responsibility with a 'can do attitude'. - Champion the Shire's vision, values and objectives. - Be a part of a strong team culture and demonstrate the ability to be flexible and multitask within the team. - Embrace change in the workplace.

Key Responsibilities

- Participate in the maintenance of parks and reserves within the Shire, including mowing, turf management, weed control, pruning, planting and other duties.
- Work autonomously with minimum supervision.
- Operate plant and equipment responsibly and safely under the direction of your Supervisor.
- Undertake manual tasks as instructed in a responsible and safe manner, under the direction of your Supervisor.
- Practice safe working conditions while performing all tasks, whilst maintaining the safety of the team and the public.
- Undertake duties on a rotational schedule that allows for the training of all staff with the aim of building a multi-skilled work force.
- Provide to residents a courteous avenue of communication and advice in the course of undertaking daily duties.
- Act in accordance with the organisations Code of Conduct.
- Promotion of Council's image whilst undertaking duties.
- Any other duties as required by the Leading Hand, Coordinator Parks and Reserves and Manager Civil Infrastructure and Waste Operations.

Position Requirements

- Relevant horticultural qualification or relevant experience.
- Previous experience in a similar role
- Experience with small plant equipment – ride on mower, whipper/brush cutter, blower, push mower, hedge trimmer, edger, and tractor mower/slasher.
- Ability to work with and as part of a diverse team.
- Good interpersonal skills.
- Initiative and flexibility.
- Have a sound knowledge of workplace health & safety and how it applies to the specific workplace and job at hand.
- Be self-motivated and able to work and maintain reliability in completing assigned tasks.
- Be physically fit and capable of undertaking manual labour.
- Possession of Plant certificates, including traffic control, operating and maintaining chainsaws, chemical handling.
- Current 'C' class Driver's Licence.
- Current 'HR/MR' Driver's Licence. (Desirable)
- Possession of a White card.
- Have a current First Aid Certificate.

General Accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability, obligation and responsibilities, attitudes, behaviour and conduct, as detailed in the Shire's Code of Conduct, including:

- Adhering to management directives and approved policies and procedures.
- Taking reasonable care to ensure personal safety and health at work of themselves and other persons.
- Adhering to lawful and reasonable directions from the employer and particularly those relating to employee integrity, confidentiality, Shire reputation, efficiency, fraud and corruption prevention.
- Respecting and maintaining Shire values and culture.

Certification

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME _____

SIGNATURE _____

DATE _____