

**Temora Shire Council**

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**Position Description
Trainee/Apprentice Parks and
Gardens**

DOC-BUS-HRPD-230

Please note that Position Descriptions are under constant review and may be changed, after consultation, to reflect organisational requirements at any time.

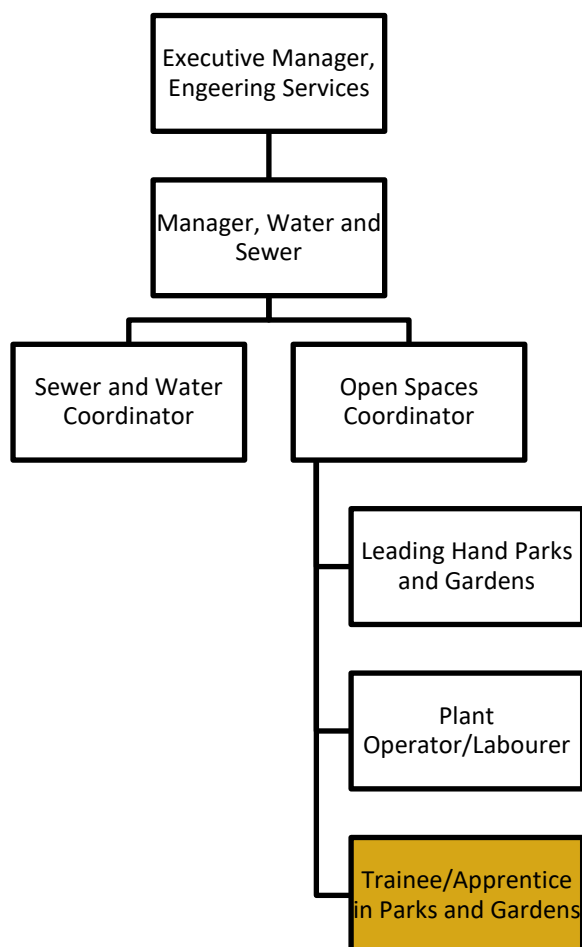
POSITION: Apprentice/Trainee in Parks and Gardens

SECTION: Engineering, Water and Sewer

**SUPERVISOR/
MANAGER:** Open Spaces Coordinator

ENTRY LEVEL: Trainee (Grade T1-T6)

HOURS OF WORK: Fixed Term, Full Time – 76 hours per fortnight

ORGANISATIONAL CHART

POSITION OBJECTIVES

The Trainee/Apprentice Parks and Gardens position is an entry level role that assists in the delivery of the Parks & Gardens' works plan. This position requires operation of various plant and equipment along with general labouring duties to deliver open space's maintenance and upgrade works in accordance with Council's works plan, policies, procedures and site conditions.

ROLE RESPONSIBILITIES

Plant Operation

- Operate equipment including but not limited to utility vehicle, large mowing implements, tractor with implements, medium rigid truck (once license obtained), etc.
- Ensure plant inspections and associated documentations are completed regularly.
- Report any defects, suspected faults or breakdown to the Open Spaces Coordinator and Plant Manager while ensuring all equipment used are adequate for the task being performed.
- Use hand and power tools to carry out duties in a safe, efficient and effective manner.

General Duties

- Liaise with the Supervisor/s on tasks to be carried out to maintain Council's parks, gardens, playing fields, cemeteries and tree plantations in a manner acceptable to Council.
- Engage in safe work practices working within Council's parks, gardens, playing fields or cemeteries. Worksites are to be left so as not to pose any risk or hazard to the public or other workers.
- Worksite documentation including Pre-starts, Toolbox's, Inspection forms including traffic control inspections and other documentation as directed by the Open Spaces Coordinator or Managers in accordance with Council's policies and procedures.
- Minor irrigation maintenance.
- Garden maintenance - weeding, mowing, edging, whipper snipping, spraying, pruning, planting, mulching, verge control, watering and general maintenance.
- General labouring including shovel work – can involve heavy lifting tasks as directed by supervisor.
- Other duties as required and directed by the supervisor.

Safety

- Ensure compliance with Risk Assessments, Safe Work Method Statements (SWMS), other WHS and NSW SafeWork requirements.
- Act responsibly to ensure the safety of yourself, other staff and members of the public in accordance with council policies, procedures and applicable legislation.
- Compliance with Council protective clothing policy e.g. steel toe-capped boots, long sleeve shirts, long pants, sun protection, etc.
- Use PPE where required e.g. hard hats, glasses, ear protection.

Training

- Undertake the training requirements and complete a Certificate III in Parks and Gardens.
- Undertake training needed to fulfill the position requirements.

CORPORATE ACCOUNTABILITIES

- Comply with the Local Government Act 1993, Council's Code of Conduct, management directives and approved policies and procedures
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues
- Deliver effective use of the Shire's resources within the level of accountability for this position
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and Work Health and Safety legislation
- Provide an ongoing commitment to risk, emergency management and business continuity principles
- Employees shall demonstrate a commitment to Equal Employment Opportunity Principles
- Employees shall demonstrate Council Values within the workplace.

CORPORATE VALUES

	<p>WE WILL MAKE THE BEST DECISIONS WE CAN</p> <ul style="list-style-type: none"> • Leadership and respect - act decisively with knowledge and courage in the best interest of our community • Integrity and transparency - act honestly and openly in all our dealings with a view to make ethical and equitable decisions
	<p>WE WILL ACT WITH THE COMMUNITY AS OUR PRIMARY CONSIDERATION</p> <ul style="list-style-type: none"> • Community focus - engage with our community to provide services that respond to community needs • Future custodianship - always act with the consideration of the impact of our actions on future generations
	<p>WE WILL VALUE THE VIEWS AND INPUT OF OTHERS</p> <ul style="list-style-type: none"> • Teamwork and cooperation - work together with open communication to achieve a common goal by sharing knowledge and supporting each other • Effective partnerships - treat everyone with respect by being inclusive, non-judgmental, and by valuing diversity
	<p>WE WILL MAXIMISE OUR OPPORTUNITIES</p> <ul style="list-style-type: none"> • Innovation - encourage creative thinking and innovation based on detail knowledge and accept that bold actions carry a degree of risk • Continuous improvement - always strive to achieve our goals more efficiently through improvements in process or new technology

PHYSICAL CAPABILITIES

The incumbent may be required to:

- Safely perform the tasks such as lifting, push/pull, reaching, grasping, fine manipulation in an accurate and timely manner;
- Possess the physical ability to carry out duties such as frequent bending, reaching/stretching, squatting and repetitive lifting;
- Travel by car and other vehicles (including drive a company vehicle) in accordance with Council's Fatigue Management Procedure and Motor Vehicle Policy.

ESSENTIAL CRITERIA

- Current Class C Driver Licence (Provisional licence or above)
- Commitment to ongoing personal development and training
- Ability to partake in physical tasks including manual handling
- Demonstrated ability to communicate effectively and follow instructions both verbally and in writing
- A positive attitude & team ethos, ready to work within the Engineering Team within the Parks and Gardens function for delivery of the highest standard of works

DESIRABLE CRITERIA

- Understanding of Work Health and Safety (WHS) issues applying to workplaces, and Council policies and procedures
- Demonstrated experience in operation of equipment similar to the type of work being undertaken (equipment including but not limited to Vehicle, Tractor, Mower, Chainsaws and Whipper Snippers)

CONDITIONS OF APPOINTMENT

- Participation in Councils immunization program which may include Hepatitis A & B and Tetanus