Position Description

Position: Horticulture Apprentice
Classification: Apprentice
Status (FTE): Fixed term (1.0)
Division: Infrastructure Maintenance
Occupant: Vacant
Date: April 2019

1. Position Objectives
   - To undertake and complete an apprenticeship with the Horticulture team which will lead to Certificate III in Parks and Gardens.
   - To contribute to the Infrastructure Maintenance Department which provides quality works and services in parks consistent with Council and team standards, practices and agreements.

2. Key responsibility areas
   - Undertake all necessary modules and practical work in accordance with the requirements of the apprenticeship.
   - Assist in the landscaping and horticulture maintenance related tasks as directed that will assist the team in meeting its obligations.
   - Assist the Team Leader with the daily delivery of programmed works and implementation of the necessary monitoring and control mechanisms.
   - Assist in the maintenance of Council facilities and open space in accordance with best practise (ie planting guidelines, growth and maintenance requirements and seasonal requirements).
   - Liaise with the Team Leader on a daily basis regarding matters associated with current works and improvements to operational procedures.
   - Ability to learn the effective use of plant and equipment.
   - Comply with and promote safe work practices for the Team Leader and ensure that public safety is considered in all works carried out.
   - Assist in pre-operation inspections and routine maintenance to ensure the safe operation of plant and equipment.
   - Participate in relevant training programs as required.
   - Contribute to the operation of the Horticulture Team by undertaking all aspects of work in compliance with current OH&S and Worksite Traffic Management Code of Practice requirements.
- Participate in emergency management response activities where required.
- Provide assistance to others in the team and rotate between the Open Space and Buildings teams, as required.
- Other duties as directed within the skills and abilities of a position at this level.

3. Organisational relationships

Reports to: Horticulture Team Leader
Supervises: Nil

4. Accountability and extent of authority

Work will be carried out under general supervision and may involve explanations to public or other employees.

- Demonstrable commitment to an accountability culture by:
  - Performance—Deliver what you promise, when you promise it.
  - Finance—Deliver what you promise, when you promise it, within budget allocated.
  - Relationships—Appreciate and understand the customers.

- Follow effective risk management practices, identify hazards in the workplace and actively contribute to a safety culture with routine supervision.


5. Competencies

5.1 Judgement and Decision Making

Ability to understand clearly documented procedures. Take action by selecting from a range of systems and procedures.

- Decision making – under guidance of the Horticulture Team Leader make well defined decisions using some originality.
- Problem Solving – capable of resolving routine on the job problems, under guidance from the Horticulture Team Leader.
- Environmental Awareness – able to recognise a safe worksite, plant and equipment.

5.2 Specialist Skills and Knowledge

Ability to learn and use complex and heavy mechanical plant and equipment such as graders. Judgement is required when selecting course of action.

- Customer Service – able to understand and apply customer service standards.
- Parks Plant and equipment - ability to operate a chainsaw, motor vehicle, light plant, equipment and machinery and capable of carrying out routine maintenance activities.
- Horticulture – basic knowledge of horticulture maintenance practices and techniques.
Quality control – implement quality control techniques.

5.3 Management skills
Able to undertake on the job training and possess a basic knowledge of personnel practices.

- Time management – able to manage time and tasks with minimal supervision.
- Continuous Improvement – identify initiatives that will result in operations being carried out in the most efficient and effective manner.

5.4 Interpersonal skills
Possesses oral and written communication skills capable of communicating with clients, other employees and the public as required. Under direct supervision resolve minor problems.

- Team work – effectively communicate with team members and work as an effective member of a team.
- Written communication – produce job specific documentation and record standard information.
- Oral communication – answer routine enquiries from the general public and liaise with fellow staff.
- Relationships – ensure all interactions are performed with respect, dignity and courtesy.

5.5 Qualifications and experience
- Ability to undertake and Certificate III in Parks and Gardens.
- A current driver’s licence with a desire to obtain a heavy/medium rigid or heavy combination endorsement as part of the apprenticeship.
- Basic knowledge and skills in Horticulture with the ability to learn and develop throughout the apprenticeship.
- Ability to undertake a certificate in traffic management
- Obtain the appropriate certificates and tickets to operate plant/equipment where required throughout the apprenticeship or by legislation.

5.6 Primary physical requirements
The incumbent requires these physical requirements associated with the position.

- Lifting heavy objects in accordance with safety procedures.
- Bending and squatting
- Standing and walking (including pushing mowers) for long periods.
- Moving over rough ground such as roadsides.
- Interacting with staff face to face, by telephone and by mobile phone (when on site).
- Using a tablets (mobility devices) and desktop computers.
- Driving manual vehicles.
6. **Pre-employment Checks**

Applicants will be required to undergo pre-employment checks including but not limited to a pre-employment medical examination.

7. **Key Selection Criteria**

Applicants must address the key selection criteria; provide their resume and a covering letter specifying where they found out about the position.

Selection will be based on the following **key selection criteria**; however reference will also be made to other listed skills, knowledge and attributes as required in the position description.

✔ Willingness to learn new skills and undertake a Certificate III in Parks and Gardens.
✔ Experience in a work environment, work experience or voluntary work.
✔ Ability to show initiative, enthusiasm and be adaptable.
✔ Demonstrated experience to effectively communicate and work as an effective member of a team.
✔ Attention to detail and takes pride in work.