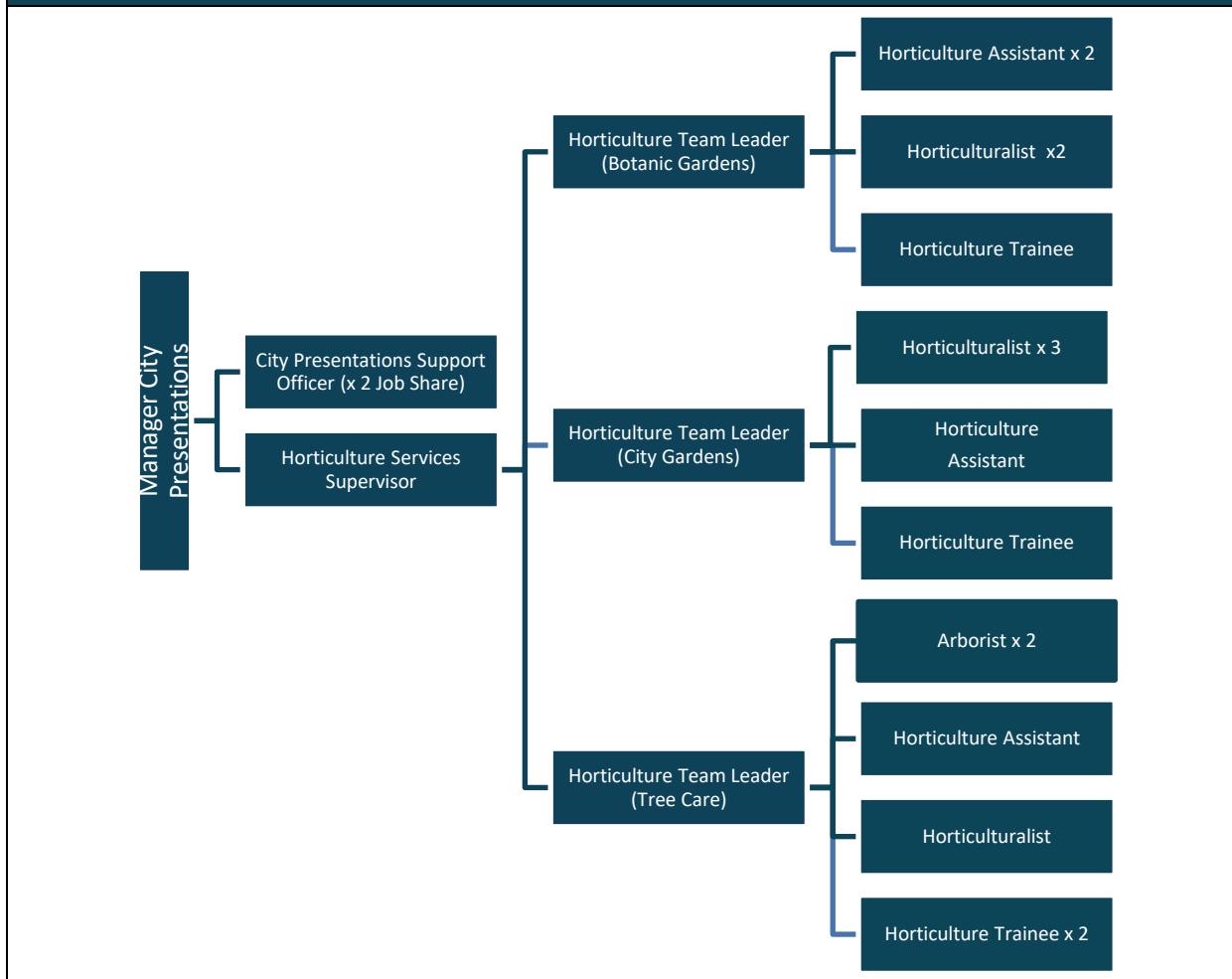


|                           |                                             |
|---------------------------|---------------------------------------------|
| <b>Position Title:</b>    | Horticulturalist                            |
| <b>Position Number:</b>   | 6020, 6021, 6028, 6030, 6059                |
| <b>Division:</b>          | Community, Recreation and Cultural Services |
| <b>Section:</b>           | City Presentations                          |
| <b>Grade:</b>             | 4                                           |
| <b>Delegations:</b>       | Nil                                         |
| <b>Position FTE Hours</b> | 38                                          |

### Primary Purpose

To assist with maintenance within the horticulture services area including lawns, shrubs, garden beds, trees, pathways and structures so they are kept in the best possible condition and presentation for the general public.

### Sectional Structure



## Selection Criteria

### Qualifications/Licences

- Certificate III in Amenity/Urban Horticulture or equivalent
- Current Class C Drivers Licence
- NSW General Construction Induction Card
- ChemCert AQF3 Chemical Accreditation or similar

The following additional qualifications/licences are highly regarded and may be taken into consideration during the selection process:

- Current Medium Rigid (MR) Drivers Licence
- Level 1 and 2 Chainsaw Operation certificates
- Demonstrated competency in the operation of load shifting plant (backhoe, front end loader and skid steer)
- RMS Traffic Control Licences:
  - Traffic Controller (Blue Card)
  - Implement Traffic Control Plans (Yellow Card)

### Skills and Experience

- Demonstrated experience in a similar role working in the maintenance of public open spaces, botanic gardens and the maintenance of formal gardens, turf care, landscaping, irrigation, nursery activities and arboriculture knowledge
- Sound knowledge and experience in plant and pest identification
- Demonstrated experience in the use of plant (e.g. tractor operation with implements, ride-on mowers, small plant such as push mowers, brush cutter, and hedge trimmers)
- Excellent verbal communication skills and the capacity to interact effectively with staff and the public in a professional manner
- Proven ability to work with minimal supervision whilst also being able to work and contribute as part of a team
- Demonstrated ability to work and contribute as part of a team and assist with volunteers and school students.
- Demonstrated ability to compile and understand WHS obligations
- Knowledge of relevant legislation and the ability to interpret
- Demonstrated ability to model Council's key values and desired behaviours

## Key Accountabilities/Duties

- Develop and maintain lawn areas, gardens and trees to a high standard.
- Operate small plant according to standard work practices in liaison with the Team Leader/Supervisor
- Plant, pest and weed identification and correct use of herbicides, pesticides, and integrated pest management programs
- Rubbish removal including reporting biological hazards
- Assist with the planning, designing, installation and repair of irrigation systems
- Assist in the completion of capital works activities in the Horticulture Services Unit as programmed through the Management Plan within allocated timeframes

- Undertake high standard maintenance and garden development including researching the most appropriate materials and flora to incorporate in the development
- Develop and implement day to day operational work and maintenance plans including minor project works
- Provide input towards the planning and development of future projects
- Assist with the collection, entry, and analysis of plant records data
- Set up traffic control to undertake maintenance tasks within streetscapes
- Mentoring horticultural assistants, trainees and apprentices staff while in the field
- Assist in the implementation of landscape works as required in the Horticulture Services Unit
- Infrastructure and building reporting - to report any fault or inconsistency of Horticulture Services Unit infrastructure and buildings to the Team Leader.
- Other duties as deemed necessary, to ensure the City Presentation Section is functioning effectively and efficiently.
- Undertake training and professional development necessary to perform the role
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

#### **Botanic Garden Horticulturalists**

- Ensure that volunteers working in the Botanic Gardens are working within Council procedures and supported by Council in their volunteering.
- Assist with implementing the Botanic Gardens strategic plan and Collections Plans
- Assist with public engagement through customer queries, guided walks, interpretation and educational activities.
- Implement plant conservation plans within the Botanic Gardens and support scientific research on plant conservation

#### **City Gardens Horticulturalists**

- Regularly maintain bird aviary according to Exhibited Animals Protection Act
- Assist with the interpretation of Cook Park through guided tours, customer queries and interpretive signage input
- Assist with the development and maintenance of displays in the Blowes Conservatory, Fernery and Endeavour Room
- Assist with the annual bed and planter displays in Cook Park and in the CBD

#### **Tree Care Horticulturalists**

- Assist with stocktaking and purchasing of trees required for the upcoming tree planting program
- Carry out tree plantings as per the street tree planting program
- Attend to street tree CRM's in an efficient and timely manner
- Maintain trees in storage at Council's facility including the advancement of pot/bag size

| Position Capabilities                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available <a href="#">here</a> . The focus capabilities for this position are: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Group                                                                                                                                                                                                                                                                                                                           | Capability                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Personal Attributes                                                                                                                                                                                                                                                                                                             | <b>Ownership - Demonstrates "Achieves it"</b><br><i>Take responsibility and ownership of work and delivering to quality standards.</i> <ul style="list-style-type: none"> <li>Undertakes work with care and concern for results achieved</li> <li>Demonstrates ownership through language and behaviour</li> <li>Speaks up when errors made</li> <li>Able to get work completed to the required standard</li> </ul>                                                                                                                                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                                                 | <b>Team Work - Demonstrates "Achieves it"</b><br><i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity.</i> <ul style="list-style-type: none"> <li>Encourages an inclusive, supportive and co-operative team environment</li> <li>Shares information and learning within and across teams</li> <li>Works well with other teams on shared problems and initiatives</li> <li>Looks out for the wellbeing of team members and other colleagues</li> <li>Encourages input from people with different experiences, perspectives and beliefs</li> <li>Shows sensitivity to others' workloads and challenges when asking for input and contributions</li> </ul> |
| Relationships                                                                                                                                                                                                                                                                                                                   | <b>Customer Focus - Foundational "Does it"</b><br><i>Commit to delivering customer focused services in line with strategic objectives.</i> <ul style="list-style-type: none"> <li>Shows awareness that he/she is working for the community</li> <li>Shows respect, courtesy and fairness when interacting with customers and members of the community</li> <li>Listens and asks questions to understand customer/community needs</li> </ul>                                                                                                                                                                                                                                                             |
|                                                                                                                                                                                                                                                                                                                                 | <b>Plan and Prioritise - Foundational "Does it"</b><br><i>Plan and organise work in line with organisational goals, and adjust to changing priorities. Understands team objectives and own contribution</i> <ul style="list-style-type: none"> <li>Plans and organises own work tasks</li> <li>Asks when unsure about the relative priority of allocated tasks</li> <li>Manages time appropriately and re-prioritises as required</li> <li>Identifies and informs supervisor of issues that may impact on completion of tasks</li> </ul>                                                                                                                                                                |
| Results                                                                                                                                                                                                                                                                                                                         | <b>Health, Safety and Environment - Demonstrates "Achieves it"</b><br><i>Identifying and/or preventing health and safety risks to self and others. Planning and delivering work that considers the environment.</i> <ul style="list-style-type: none"> <li>Takes responsibility for working safely, rather than relying on rules and policies</li> <li>Speaks up when something is unsafe</li> <li>Corrects safety hazards when identified</li> <li>Always follows safety procedures</li> <li>Reports health, safety and environmental issues and problems</li> </ul>                                                                                                                                   |
|                                                                                                                                                                                                                                                                                                                                 | <b>Assets and Equipment - Demonstrates "Achieves it"</b><br><i>Use, allocate and maintain work tools appropriately and manage Council assets and equipment responsibly</i> <ul style="list-style-type: none"> <li>Uses a variety of work tools and resources to enhance work products and expand own skill set</li> <li>Ensures others understand their obligations to use and maintain work tools and equipment appropriately</li> <li>Contributes to the allocation of work tools and resources to optimise team outcomes</li> </ul>                                                                                                                                                                  |
| Technical                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

## Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

## General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.

- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

*I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description*

|                              |  |
|------------------------------|--|
| <b>Name of Employee</b>      |  |
| <b>Signature of Employee</b> |  |
| <b>Date</b>                  |  |