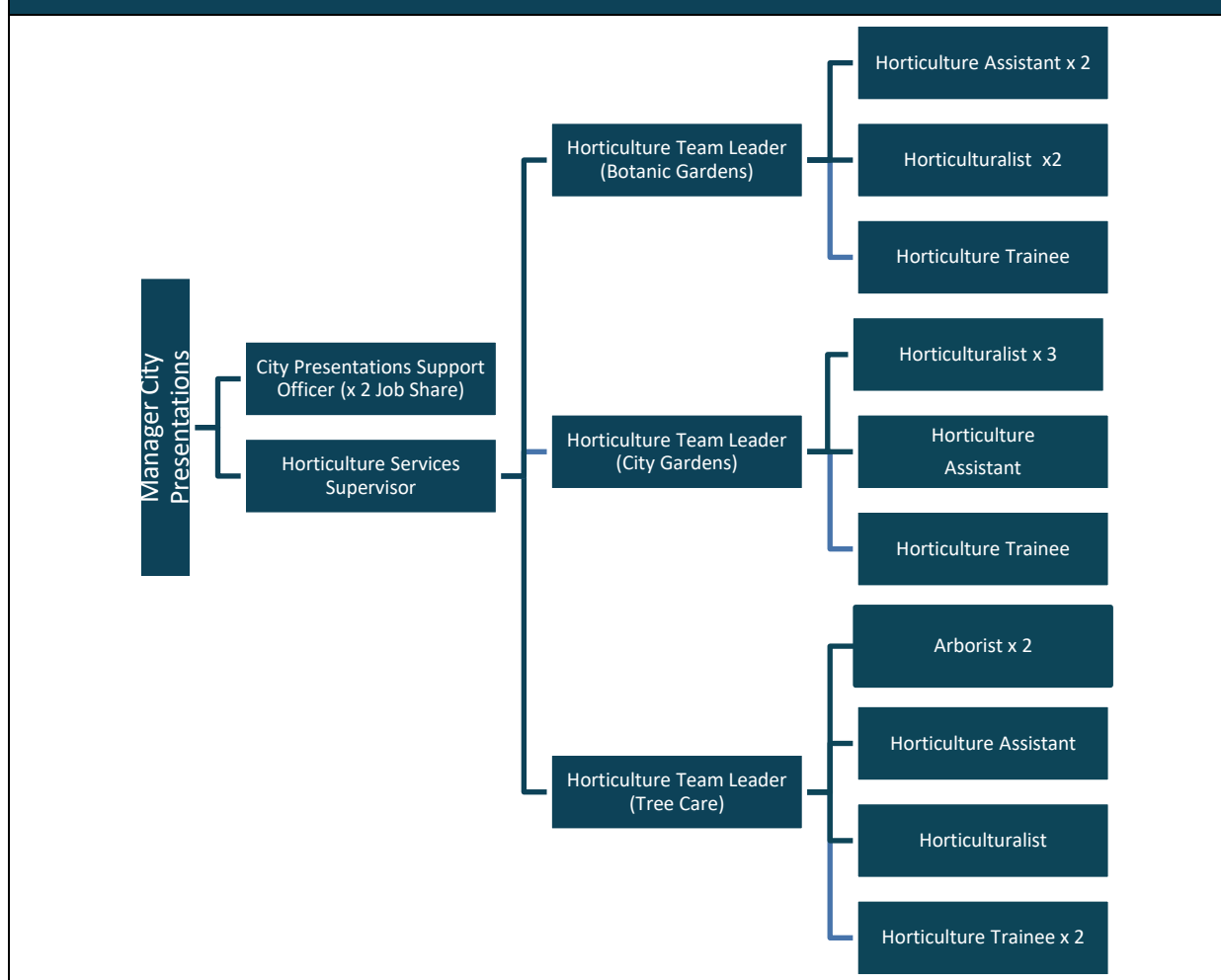


Position Title:	Horticulture Trainee
Position Number:	4196, 4197, 4242, 4252, 4284
Division:	Community Recreation and Cultural Services
Section:	City Presentation
Grade:	Relevant Trainee Rates as per Council's Salary System
Delegations:	Nil
Position FTE Hours	38

Primary Purpose of Position

To assist Council with the maintenance and development of public open spaces within the City Presentation section of Council, while successfully completing a 2 year traineeship including on-the-job and formal training.

Sectional Structure



Selection Criteria

Qualifications/Licences

- General Construction Induction Card (White Card) or ability to obtain prior to commencement
- Class C Drivers or Provisional Drivers Licence (or the ability to obtain within duration of apprenticeship)

Skills and Experience

- Demonstrated interest in Horticulture
- Available to undertake the applicable Qualification at TAFE
- Ability to perform physical duties relevant to the role
- Willingness to learn and take on constructive feedback
- Experience in the use of small plant e.g. Push mowers, brush cutter, hedge trimmers
- Good communication skills including the capacity to interact with all levels of staff and the public while maintaining effective customer service
- Demonstrated ability to work and contribute as part of a team
- Pre-apprenticeship course, prior work experience or similar is desirable
- Demonstrated ability to model Council's key values and desired behaviours

Key Accountabilities/Duties

- Attend TAFE or undertake study on a regular basis and achieve satisfactory results in accordance with a formal training plan
- Follow directions from the Team Leader/Supervisor
- Maintain lawn areas including the use of appropriate machinery in liaison with the Team Leader
- Maintain and develop gardens as required in liaison with the Team Leader
- Maintain trees to the standard required, including tree planting, pruning and watering as required
- Operate small plant according to the standard work practices in liaison with the Team Leader
- Assist in the maintenance of pathways
- Assist in the maintenance of structures in the Horticultural Services Unit including painting
- Assist with plant, pest and weed identification and control
- Rubbish removal
- Irrigation installation and maintenance
- To have a knowledge of plant and tree identification
- 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

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 here . The focus capabilities for this position are:	
Group	Capability
Personal Attributes	Ownership - Foundational "Does it" <i>Take responsibility and ownership of work and delivering to quality standards.</i> • Takes responsibility for own actions • Completes tasks he/she has agreed to on time • Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly •
	Manage Self - Foundational "Does it" <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning.</i> • Checks understanding of own role within the team • Proactively seeks instruction and guidance • Approaches work tasks with energy and enthusiasm • Stays up to date with knowledge, training and accreditation in relevant skills areas • Is willing to learn and apply new skills • Learns from mistakes and the feedback of others •
Relationships	Team Work - Foundational "Does it" <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity.</i> • Keeps team and supervisor informed of what he/she is working on • Shares knowledge and information with team members and other staff • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of co-workers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs
Results	Plan and Prioritise - Foundational "Does it" • <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i> • Understands team objectives and own contribution • Plans and organises own work tasks • Asks when unsure about the relative priority of allocated tasks • Manages time appropriately and re-prioritises as required • Identifies and informs supervisor of issues that may impact on completion of tasks
Technical	Health, Safety and Environment - Foundational "Does it" <i>Identifying and/or preventing health and safety risks to self and others. Planning and delivering work that considers the environment.</i> • Consistently displays safe working behaviour • Speaks up when something is unsafe • Follows health and safety policies and procedures • Participates in safety discussions • Implement environmental controls as applicable
	Assets and Equipment - Foundational "Does it" <i>Use, allocate and maintain work tools appropriately and manage Councils assets and equipment responsibly</i> • Uses core work tools and equipment effectively • Maintain and effectively use work tools, equipment and Council assets

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, or Team Leaders, 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

Name of Employee	
Signature of Employee	
Date	