



Mansfield Shire

Position Description

Gardener

High Country, Lakes and Rivers



Title

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Mansfield Shire Council aims to work with our community to continue to build a Shire that is recognised for its balanced social, economic and environmental development that acknowledges the diverse needs and values of our communities.

Position Number

13.04

Classification

Band 3

Date

June 2023

Unit

Field Services

Enquiries

Parks & Gardens Supervisor

Status (FTE)

1.0

Position Overview

The Gardener maintains existing parks and gardens within the shire and assists in the development of new areas for recreation. This position also has responsibilities associated with cemetery facilities within the Mansfield Shire.

Key Accountabilities

- ▶ Operate and maintain irrigation systems.
- ▶ Plant and maintain garden beds within the Parks and Gardens area of responsibility.
- ▶ Maintain reserves, park lands, gardens, streetscapes and urban areas for the enjoyment of the community.
- ▶ Follow program for daily works.
- ▶ Undertake tree maintenance including pruning as required.
- ▶ Maintain and operate plant and other equipment in a clean, safe and effective working condition and carry out all works in accordance with Occupational Health and Safety regulations.
- ▶ Maintain cemetery facilities and surrounds including the preparation and back-filling of new graves and re-openings and the interment of ashes.
- ▶ Rubbish removal.
- ▶ Report any vandalism to the Supervisor
- ▶ Assist in emergency after-hours callouts as required.
- ▶ Other duties as directed in accordance with the responsibility and skill level of the position
- ▶ Demonstrated ability to perform physical tasks such as digging and other labouring duties.

- ▶ Ability to perform common manual handling tasks such as; brush cutting, hedge trimming, cultivating garden beds, pole sawing and use of blowers and other small plant.
- ▶ Capacity to sit/drive and operate plant and equipment for periods of up to three hours.
- ▶ Capacity to kneel on one or both knees for long periods of time.
- ▶ Capacity to bend the knees and step up and down from plant and equipment frequently.
- ▶ Capacity to walk/negotiate uneven, sloping and slippery ground.
- ▶ Capacity to work in confined spaces

Organisational Relationship

Reports to

Parks and Gardens Supervisor

Supervises / Manages

Nil

Internal Liaisons

All other staff

External Liaisons

General public, residents and ratepayers

Specialist Knowledge and Skills

Knowledge of:

- ▶ Parks and gardens operations and general understanding of grounds keeping and maintenance, including relevant procedures, standards and requirements.
- ▶ Gardening equipment and machinery with the ability to operate and maintain plant and equipment.

Our Values

Communication

Co-operation

Trust and
Honesty

Respect

- ▶ Knowledge of irrigation operation.
- ▶ Knowledge of turf and turf care.

Skills and Competencies

- ▶ Skills in gardening techniques and standards.
- ▶ Skills in park maintenance.
- ▶ Ability to discuss and resolve problems and gain co-operation and assistance from other employees, management and the public.

Qualifications and Experience

Experience

- ▶ Experience in similar position is desirable.
- ▶ Experience in customer service and dealing with the public

Qualifications (desirable)

- ▶ Trade qualifications in horticulture and or turf care are desirable but not essential
- ▶ Current Victorian drivers licence.
- ▶ Medium Rigid Truck Drivers Licence.
- ▶

Key Selection Criteria

- ▶ Good understanding of grounds keeping and maintenance, including relevant procedures, standards and requirements together with the ability to operate and maintain plant and equipment.
- ▶ Skills in managing time, setting priorities, planning and organising work and achieving objectives within a timetable.
- ▶ Capacity to share knowledge with colleagues.
- ▶ Good communication skills together with a commitment to deliver quality customer service.
- ▶ Demonstrated ability to perform common manual handling tasks such as; brush cutting, hedge trimming, cultivating garden beds, pole sawing and use of blowers and other small plant.
- ▶ Evidence of appropriate qualifications for the position including Current drivers licence and medium rigid truck licence.
- ▶ Demonstrated experience in garden, turf and tree maintenance.

Position Descriptors – Band 3

Organisational Accountabilities

- ▶ Ensure that Mansfield Shire Council's Code of Conduct and all policies and procedures are adhered to including Occupational Health and Safety (OH&S) and Human Resource management procedures and practices
- ▶ Support organisational development and continuous improvement initiatives within the Council.
- ▶ Understand the principles of risk management and their application to all Council activity.
- ▶ Provide quality customer service and accurate information on Council products and services, communicate with customers in a friendly and courteous manner, effectively manage their enquiries and complaints and deliver punctual and reliable service.
- ▶ Effectively manage customer enquiries and complaints and deliver punctual and reliable service.
- ▶ Provide assistance with Municipal Emergency Services as required.
- ▶ Ensure that full and accurate records of activities and decisions are created and captured and observe records management procedures in accordance with Council policy.
- ▶ Be committed to the implementation of the Council Plan and annual Business Plan of Council.
- ▶ Work cooperatively and ensure positive communication and relationships with all staff across all departments.
- ▶ Contribute to the improvement of the department by innovation and personal initiatives and contribute to team meetings.
- ▶ A commitment to the principles that support the safety and wellbeing of all children.

Interpersonal Skills

- ▶ Ability to discuss and resolve minor problems.
- ▶ Commitment to quality customer service.
- ▶ Excellent oral communication skills in dealings with other staff, library users and community members.
- ▶ Good written communication skills for recording and sharing information.
- ▶ Able to co-operate with other staff to work effectively as a team.

Management Skills

- ▶ Basic skills in managing time, setting priorities, planning and organising one's own work so as to achieve objectives in the most efficient way.
- ▶ Basic knowledge of, and ability to implement personnel practices including equal opportunity and health and safety, training and development.

Organisational Context

The Mansfield Shire Council organisational structure has been developed with the following departments reporting directly to the CEO:

- ▶ Community Health & Wellbeing
- ▶ People, Communication & Governance
- ▶ Capital Works & Operations
- ▶ Investment & Planning Services.
- ▶ Business & Finance

This structure has been designed to ensure a clear focus on the delivery of best value services and to utilise the skills and experience of staff in the most effective manner.

Extent of Authority

- ▶ The position is responsible for the provision of information and support to customers and/or more senior employees.
- ▶ The roles performs work within specific guidelines and under general supervision.
- ▶ The position has sufficient freedom to plan workloads and outcomes of work are readily observable.
- ▶ Decisions are made and actions undertaken are limited to a work group or function.

Judgement and Decision Making

- ▶ The nature of work for this role is clearly defined and related procedures are well understood and clearly documented.
- ▶ The particular tasks to be performed will involve selection from a range of techniques, systems, equipment, methods or processes and guidance and advice always available.

Diversity and Inclusion

- ▶ Mansfield Shire Council is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- ▶ We value inclusion and diversity within our workforce and our community, supporting the invisible and visible qualities of all who walk through our doors. As an employee of Mansfield Shire Council, you will respect and show kindness to all regardless of ethnicity, sexuality, identity or any other protected attribute

How to apply

- 1 Cover letter**
Prepare a cover letter providing a snapshot of why you are interested in the position and the reasons we should hire you. Include any required information that has been outlined in the job advertisement. Your cover letter should be no longer than one page in length.
- 2 Key selection criteria**
Respond to the list of key selection criteria clearly demonstrating how your qualifications and/or experience would help you to meet the requirements of the role. **Please ensure that you address all key selection criteria contained within the position description.** This document should be kept to a maximum of two pages if possible.
- 3 Resumé**
Provide your up to date resumé containing a summary of your skills, employment history, experience, knowledge and abilities. A good resumé will be tailored to the position you are applying for with emphasis on the skills and experience that directly relate to the role.
- 4 Submit your application by the closing date**
Once you have collated the necessary documents, visit the Mansfield Shire Council's 'Information for Applicants' web page at mshire.co/applicant-information, for information on how to submit your application. All information must be received by Council prior to the advertised closing date.

For more information please contact:

XXXX on (03) 5775 XXXX

More detailed information on how to apply is available at

mshire.co/applicant-information

including tips for addressing key selection criteria, writing a cover letter and resumé.

OFFICE USE ONLY

Authorised by CEO:



Employee's
Signature

Date:

13/06/2023

Employee's
Name

Date: / /



Mansfield Shire