



POSITION OF

***Parks and Gardens
Leading Hand***

Last Reviewed: July 2019

1. TITLE

Parks and Gardens Leading Hand

2. LEVEL

Shire of Narembeen Works Staff Enterprise Bargaining Agreement (Level 6)

3. DEPARTMENT/SECTION

Parks and Gardens/Works

4. POSITION OBJECTIVES:

4.1 Objectives of Position:

- Maintain, manage and improve the Shire's parks, gardens, lawns and sporting facilities. Maintain a neat and high standard of appearance of gardens and lawns together with providing gardening labouring skills as required.

4.2 Within Section:

- To work as part of a team ensuring that the development and maintenance of the Shire's parks, gardens and turf areas are met and duties are performed to the required standard.

4.3 Within Organisation:

- Undertake horticultural/garden maintenance and projects of designated areas in accordance with the Shire of Narembeen's Community Plan and within the annual budget adopted by the Shire.
- To assist the road crew as required.

5. REQUIREMENTS OF THE JOB:

5.1 Skills:

- Self-motivated with the ability to work in a team environment or able to work alone under direction.
- Able to prioritise work and manage own time.
- Sound communication and interpersonal skills.
- Literacy and numeracy skills.
- Able to work in accordance with Occupational Safety and Health industry obligations
- Garden and turf maintenance skills including the operation of necessary tools and equipment.
- Able to work in all reasonable conditions.
- Ability to keep abreast with industry trends and be keen to learn new skills.

5.2 Knowledge:

- Knowledge of Occupational Safety and Health regulations.
- Sound knowledge of chemical use and associated operational best practices.
- Knowledge of horticulture and grounds maintenance practices and principles.
- General knowledge of landscaping, horticulture and garden beautification best practices

5.3 Experience:

- Relevant practical experience in the landscaping, amenities management or the horticulture industry.
- Able to demonstrate the safe operation and maintenance of plant and equipment.
- Material and equipment cost estimating.
- Technical experience in plan reading.
- Experience in dealing with the public in a conducive manner.
- Some experience leading a team to deliver an agreed outcome.

5.4 Qualifications and/or Training:

- Certificate III in Horticulture or a similar qualification.
- Hold a current “C” class motor driver’s licence.

6. KEY DUTIES/RESPONSIBILITIES:

6.1 Reserve and Gardens Maintenance:

- Lead the Shire’s Parks and Gardens General Hands to manage, maintain and improve the Shire’s parks and gardens.
- Provide manual labour and/or operate machinery as required to perform horticulture related maintenance and or construction activities including but not limited to:
 - Turf activities
 - Mowing
 - Minor reticulation
 - Litter removal
 - Landscaping
 - Gardens maintenance and weed control
 - Environmental works
- Pruning of all shrubs and trees at the appropriate time.
- Responsible for materials, tools, equipment and plant used.
- Use initiative and make technical and operational decisions in relation to own work.

6.2 General:

- Promote best practice and quality improvement programmes and activities.
- Maintain safe work practices in accordance with Occupational Safety and Health Legislation and Shire policies.
- Works under general direction of the Works Manager.
- Prioritise own work to ensure all tasks are performed within a satisfactory time frame.
- Exercise initiative and judgement within clearly established procedures and guidelines.
- Perform other duties as directed when appropriate to the scope and level of this position.

7. ORGANISATION RELATIONSHIPS:

7.1 Responsible to:

Works Supervisor

7.2 Responsible for:

Parks and Gardens General Hands

7.3 Internal and External Liaison:

Internal:

Chief Executive Officer
Executive Manager Corporate Services
Works Manager
All Internal Staff

External:

Contractors
Ratepayers
General Public

8. OCCUPATIONAL SAFETY AND HEALTH:

The following are your responsibilities to ensure that a safe and healthy work environment is maintained:

- Ensure his or her own safety
- Avoid adversely affecting the safety and health of any other person through any act or omission at work

- Must comply with safety instructions specified by their employer
- Must use personal protective equipment as directed by their employer
- Must not misuse or damage safety equipment
- Must report near misses/accidents and incidents as well as hazards to their managers/supervisors
- Must co-operate with their employer
- Should actively participate in Work Injury Management Programmes.

9. EQUAL EMPLOYMENT OPPORTUNITY:

The following are your responsibilities to ensure that an equal employment opportunity environment is maintained:

- Treat all work colleagues equally, in a non-discriminatory manner and with consideration and respect
- Undertake equal employment opportunity training provided by Council.

10. EXTENT OF AUTHORITY:

Position operates under the broad direction of the Works Manager within established guidelines, procedures and policies of Council.

This role is responsible for leading the day to day operations of the Shire's Parks and Gardens General Hands to ensure all parks, gardens and community amenity activities are attended to.

SELECTION CRITERIA PARKS AND GARDENS LEADING HAND

ESSENTIAL

1. Certificate III in Horticulture or similar qualification demonstrating parks and gardens management knowledge
2. Relevant practical experience in the landscaping, amenities management or the horticulture industry.
3. Self-motivated with the ability to work in a team environment or able to work alone under direction.
4. Able to prioritise work and manage own time.
5. Hold a current “C” class motor driver’s licence.
6. Provision of a current police clearance.

DESIRABLE

1. Hold a current “MR” class motor driver’s licence.
2. Knowledge of Occupational Safety and Health regulations.
3. OHS General Induction for Construction (White Card).
4. Basic Worksite Traffic Management and Traffic Control.
5. Experience leading a team to achieve desired goals or outcomes.



Shire of Narembeen Staff Organisational Structure – July 2019

