

HORTICULTURE MAINTENANCE WORKER POSITION DESCRIPTION

POSITION NO: 1364
CLASSIFICATION: Band 3
OCCUPANT: Vacant
DATE: June 2025

POSITION CONTEXT & OBJECTIVE(S):

To maintain municipal high-profile areas in the CBD, Botanic Gardens, landscaped and tree assets throughout the municipality to the standards expected by Council

To maintain other municipal parks, gardens and recreational areas (as designated) to the required standard as set by Council.

Assist in the maintenance of Council open space areas throughout the municipality and assets when required.

KEY RESPONSIBILITIES AND DUTIES:

1. To maintain designated areas to the required standard to operate plant/equipment efficiently and safely to ensure satisfactory completion of assigned duties within the time frame set.
2. Carry out routine maintenance of equipment (small to medium mechanical equipment and plant up to 13.9 tonne G.C.M.).
3. Ensure compliance with Council's Health and Safety practices, at all times.
4. Competently plan and be creative with floral bed selections and designs.
5. To operate/ equipment efficiently and safely adhering to Safe Operating Procedures (SOPS) and Safe Work Method Statements (SWMS) to ensure satisfactory completion of assigned duties.
6. To maintain and enhance the designated landscaped areas within the municipality.
7. Maintain accurate records of works completed.
8. Provide assistance to maintain and enhance other areas of horticulture & arboriculture significance across the municipality
9. Willingness to work across a range of areas in the Depot Operations as directed by the Depot Operations Coordinator / Team Leader City Presentation
10. Assist work teams complete and review "Safe Work Method Statements" and "Safe Operating Procedures" and any other OH&S requirements.
11. Report any workplace safety concerns or risks to Supervisor/Management. Participate in risk assessments for tasks presenting problems and resolve to ensure work team can complete tasks safely.
12. Supervise day to day works of trainees, apprentices and labourers when required

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KEY SELECTION CRITERIA:

Applicants should address the following in their applications

1. Demonstrated skills in the operation of required plant and equipment.
2. Relevant experience in horticulture and/or arboriculture tasks and other municipal maintenance activities.
3. Understanding of OH&S legislation and other work-related policies.
4. Quality standard of oral and written communication skills.
5. Ability to work across a wide range of tasks, individually and in a team environment within the Municipal Depot work teams.
6. Participate and engage with the Municipal Depot workplace values.

The qualifications, skills and experience outlined in the position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records)

☒ YES

Working with Children Check

☒ YES

OTHER DUTIES:

Responsibilities and duties included in this Position Description are subject to the multi-skilling provisions of the Warrnambool City Council Enterprise Agreement.

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Senior Supervisor Arboriculture, Team Leader City Presentation.
Supervises:	Trainees
Internal Contacts:	Depot Supervisors and Team Leaders, Coordinator Depot Operations, all Council Officers, Manager Infrastructure Services
External Contacts:	As required under the supervision of the Team Leader City Presentation, Community Groups, Visitors and Community Members, Contractors

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for ensuring the quality and timeliness of work performed by oneself and other trainees, apprentices and labourers.
- Program and implement work programs and record where necessary, reporting any efficiency improvements that may be implemented.
- Carry out any horticulture and arboriculture-based work practices to achieve required work standards

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JUDGEMENT AND DECISION MAKING:

- The position is well defined and guidance will be available. The incumbent must have the ability to analyse problems and difficult situations and seek solutions that accurately address the issue within resource constraints.
- The nature of work is usually specialised with procedures well understood and clearly documented.
- The particular tasks to be performed will involve selection from a range of techniques, systems, equipment, methods or processes.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Identify, discuss and resolve horticulture and arboriculture problems.
- Good knowledge of worksite traffic management regulations.
- Ability to operate and maintain a wide range of small and medium plant & machinery in a safe and efficient manner.
- Knowledge of weed and pest control techniques

The position will comply with Council's Human Resources, Equal Employment Opportunity, Occupation Health & Safety, Safe Work Method Statements (SWMS), Safe Operating Procedures (SOPS) and other related policies.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Ability to achieve objectives within a timetable.
- Planning of one's own work/and trainees, apprentices and labourers when necessary.
- Basic knowledge of personnel, O.H. & S. and Council practices and policies.
- Provide trainees, apprentices and labourers with direction, leadership and training.
- Able to take direction and work effectively as a team member.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Good skill in oral and written communication.
- Ability to identify discusses and resolve any problems, relevant with position.
- Ability to gain co-operation and assistance from fellow employees and contractors
- Provide advice and good customer relations to the general public when appropriate.
- Be polite and courteous to the general and motoring public when carrying out works.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Trade certificate or equivalent qualification in horticulture, arboriculture or parks and gardens field.
- Drivers licence - essential
- Worksite Traffic Management - essential
- Medium Rigid truck Licence - desirable
- Chemical User Certificate – essential.

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- Experience in operation of chainsaws, brush cutters, hedge trimmers, mowers and other minor mechanical equipment.

TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms & Conditions of Employment.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	

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ACCOUNTABILITY



COLLABORATION



RESPECTFULNESS



PROGRESSIVENESS



WELLBEING