

Position Description



Job Details

Job Title:	Apprentice Trades Gardener
Reports to:	Coordinator Open Space & Open Space Officer
Directorate:	City Assets
Date:	November 2024

Position Purpose/Job Summary

The Parks Open Space team is responsible for the maintenance of Council's parks, playing fields, gardens, and reserves to meet the service level agreements determined by the Assets branch and the expectations of Fairfield City Council residents.

The Apprentice Trades Gardener (Horticulture) supports the maintenance and improvement of the City's parks, open spaces and gardens under the supervision of qualified Trades Gardeners. This role provides an opportunity to develop the practical and theoretical skills required to complete a Certificate III in Horticulture as part of the apprenticeship.

The Apprentice Trades Gardener will gain experience in the operation of parks and open spaces, plant and equipment, including but not limited to mowers, tractors, weed spraying units, blowers, whipper snippers, chainsaws, and pole pruners, while adhering to safe work practices

Selection Criteria - Knowledge, Skills, Qualifications and Experience required

- Enrolment or eligibility to enrol in a Certificate III in Horticulture.
- Construction Induction Card (Whitecard) or willingness to obtain prior to commencing duties.
- Basic knowledge or interest in horticultural practices, including planting, turf maintenance, and weed control.
- Willingness to learn and develop skills in the safe operation of tools and equipment
- Class C Driver's Licence or ability to obtain (MR/HR Licence desirable but not required).
- Commitment to workplace safety and environmental sustainability.
- Good communication and teamwork skills for collaboration with supervisors and other team members.
- Basic literacy and numeracy skills for record-keeping and following instructions.
- ChemCert Certificate (or willingness to obtain)

Key Accountabilities – Position Specific

1. Participate in training and development to acquire skills and knowledge necessary to complete a Certificate III in Horticulture.
2. Assist Trades Gardeners and other team members in maintaining parks, open space and gardens to a high standard.
3. Learn to operate and maintain various tools and equipment under supervision, including handheld machinery, ride-on mowers, tractors with attachments and many of landscape gardening tools.

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4. Conduct routine park maintenance tasks such as planting, mulching, pruning, weeding and fertilising to enhance the beautification and health of Council's parks, gardens, and open spaces, ensuring they are attractive and welcoming for the community.
5. Assist in identifying weeds and applying appropriate control measures under supervision.
6. Assist in turf care, mowing grassed areas and fertilising as required to maintain grassed areas with a high standard of presentation of Council's parks, open spaces and gardens.
7. Contribute to the preparation and maintenance of safe work sites, including setting up safety barriers and complying with traffic control procedures.
8. Complete and submit documentation, including timesheets and basic risk assessments, under the guidance of supervisors.
9. Check all plant and equipment daily to ensure sufficient stock and to maintain safety requirements.
10. Complete all digital/hardcopy documentation required i.e., Risk Assessments, SWMS, SWP's/PTA's, Park Inspection Sheets, Chemical Application Form, etc in a professional manner and submit within appropriate timeframes, under the guidance of supervisors.

Key Accountabilities – Core

1. Use Corporate IT Applications/Systems, ensuring compliance with Council standards and policies, to facilitate achievement of required outcomes.
2. Comply with the requirements of Council's Work Health Safety Management System (WHSMS) and fulfil relevant WHS responsibilities as per WHS-01.1.1 Responsibilities, Authority and Accountability Guideline whilst employed by or acting on behalf of the Council
3. Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other tasks or duties that may be allocated from time to time
4. Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council
5. All employees are required to treat colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions, as well as report any suspected case of discrimination or harassment that they witness. This requirement is in accordance with Fairfield City Council's Values and commitment to equal employment opportunity and a workplace free of discrimination and harassment.

Reporting Relationships

Direct:
No. of Indirect: Nil

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Key Relationships	
1 Internal	
Communicating with	Nature of Communication
Coordinator Open Space, Open Space Officer, Construction and Maintenance Coordinator, Supervising Gardeners, Open Space Operators.	Daily to receive work instruction and communicate about progress. Receive details on work to be completed. Direct operators to undertake work as required. As required to order and collect materials and supplies.
Parks and Open Space Manager	As required
Bush Regeneration, Assets Open Space	As required to discuss plans.
Infrastructure and Construction operational and administration staff.	As required to obtain information.
Mechanical Workshop	As required to discuss maintenance issues or seek advice.
2 External	
Residents and members of the community	As required to answer and provide information relating to work being undertaken.
Contractors/Suppliers	Daily to ensure contractors are appropriately supervised to ensure that the work is carried out in a safe manner in accordance with the FCC WHSMS.

Position Dimensions
Budget: Nil Operating: Nil Staffing: Nil

Decision making Authority & Accountability
<p>Decisions made by self</p> <ol style="list-style-type: none"> 1. The General Manager authorises you to take the actions required to make your workplace safe and to fulfil your WHS responsibilities in WHS-01.1.1 2. The position acts in accordance with Council policies and procedures and in a safe working manner. 3. The position receives instruction and then works as part of a small team to achieve the outcomes required by the daily work roster. The position is required to adjust work plans using judgement to make operational decisions to meet changing conditions in the work environment.
Competencies

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Performance in this role is also assessed on 'how' staff achieve their goals, based on the same behavioural expectations for all staff. An individual Work Plan, based on your position description will be established in partnership with your supervisor. Your supervisor will meet with you on a regular basis to ensure that you are performing as expected or assign some training to improve performance if needed.

Signature		
Employee/Apprentice:	Signature	Date
Authorised by: (Manager)	Signature	Date