

COOLAMON SHIRE COUNCIL POSITION DESCRIPTION

Position:	APPRENTICE HORTICULTURALIST
Status:	Permanent Full Time
Hours:	38
Reports to:	Parks and Gardens Foreman
Directorate:	Engineering and Technical Services
Supervises:	Nil
Award/Grade:	Local Government (State) Award CSC Salary System – Band 1, Level 1
Relationships:	All Managers; other Council staff; commercial, industrial and development professionals and contractors; and members of the public.

Position Summary

To be responsible for learning and developing practical skills while completing a Certificate III in Horticulture. Assist the Parks and Gardens team in the maintenance and enhancement of Council's parks, gardens, streetscapes, sporting grounds and public spaces, ensuring the delivery of high-quality horticultural services to the community.

Duties will vary over the duration of the apprenticeship and will be reviewed as the apprentice develops skills, knowledge and experience. Progression to new duties will be related to competencies completed throughout the course of study and demonstrated on-the-job performance.

Key Responsibilities

- Provide support and assistance for works undertaken by the Parks and Gardens team.
- Attend off the job structured training as required by the Training Agreement for the Apprenticeship, and other short courses as identified.
- Actively participate as a team member by performing tasks within the Parks and Gardens team.
- Deliver quality customer service both internally and externally.
- Carry out any other duties that are within the limits of the employees' skill, competence and training level.
- Comply with all documented WH&S policies, procedures, work instructions and verbal instructions issued by Managers and Supervisors.
- Correctly use and maintain all personal protective clothing and equipment supplied by Council.

Position Criteria

Qualifications, Licences and Experience

1. Completed School Certificate (Year 10) - essential
2. Current WH&S Construction Induction Certificate (White) - desirable
3. Current NSW Drivers Licence (or ability to obtain within first 12 months of employment)

4. Current First Aid Certificate (desirable)

Qualifications, Licences, Skills and Experience

5. Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner.
6. Good communication (oral and written) and interpersonal skills.
7. Ability to undertake heavy manual work and willingness to work out of doors in all weather conditions.

This description presents the major responsibilities required for this position. Council may direct the employee to carry out such activities that are within the limits of the employee's skill, competence and training as per Clause 9 of the Local Government (State) Award.

Organisational Responsibilities

Code of Conduct

It is important that all employees act in a manner that enhances community confidence in Council. Whilst on duty, employees are to give the whole of their time and attention to the business of Council. Employees are required to carry out their duties conscientiously, honestly, fairly and impartially. Employees are required to comply with Council's Code of Conduct at all times.

Values

All employees are expected to uphold, promote and behave in a manner consistent with Council's values. Through a collaborative approach and a strong commitment, the values will support Council's mission and guide the organisation in achieving its vision.

Equal Employment Opportunity, Diversity & Inclusion

Coolamon Shire Council is committed to the development and implementation of its Equal Employment Opportunity Management Plan which is designed to develop a more creative and skilled workforce to provide better services to the community.

Coolamon Shire Council is committed to an inclusive culture where diversity of thought and background is valued. We appropriately encourage maintenance of cultural identity while sharing common ideals and promoting equality of opportunity. This supports every person and team to excel, and enables innovation to continuously improve our delivery of services.

Council Policies, Guidelines and Procedures

Employees are required to comply with Council Policies, Management Guidelines and Procedures.

Work Health and Safety

Council has a duty of care under Work Health and Safety Legislation to ensure, so far as is reasonably practicable, the health and safety of workers. This includes requirements to eliminate or minimise risks to health and safety. To minimise risk and assist in protecting workers in employment at Council, workers are required to meet the inherent requirements of the position.

I have read and am satisfied that I have understood the contents of this Position Description. While this position description reflects the current duties and responsibilities, it is not be interpreted as all inclusive. It may be subject to review from time to time.

Employee Name: _____

Employee Signature: _____

Witness: _____

Date: _____