



**Position Description – Apprentice Gardener**

<b>Job Title</b>	<b>Reports To</b>	<b>Supervisory Responsibilities</b>
Apprentice Gardener	Parks & Gardens Supervisor	Nil

**Applicable Award**  
 Local Government (State) Award 2020

- Overall purpose of the position**
- To gain skills and a nationally recognised qualification while performing manual duties in line with Council’s parks and gardens programs.
  - Project a professional, co-operative and courteous image when representing Council in your day to day work activities.

- Tasks and responsibilities**
- Assist Council’s Town Services Team with the following:
- Provide a high level of service and efficiency working in conjunction with the outdoor staff.
  - Operate and maintain small plant and equipment used by the Parks and Gardens team.
  - Assist with the development and construction of landscaping projects.
  - Maintain and care for gardens and turf areas in Council’s Parks and Gardens and various other Council maintained properties.
  - Plant and maintain trees as per Council’s program.

### **Tasks and responsibilities** *continued*

- Assist in the development and maintenance of street gardens and grass plots.
- Mow designated areas on footpath sections within the town area.
- Public amenities and street cleaning
- Provide effective customer service to both internal and external Customers.
- Participate as a member of Council's multi-skilled workforce and undertake other duties as required.

### **Equal Employment Opportunity**

The Gwydir Shire Council is an Equal Employment Opportunity Employer and appoints on the basis of merit. Merit is determined by assessing the applicant's abilities, qualifications, experience, work performance and personal qualities relative to the requirements of the position.

### **Requirements of the Role.**

#### **Essential**

- Ability to understand and follow written and verbal instructions.
- Effective written and oral communication skills.
- Genuine interest in gardening and horticulture.

#### **Desirable**

- Class C Driver Licence
- First aid certificate
- General OHS induction for construction work
- Ability to operate small plant and equipment
- Knowledge and /or experience of the maintenance of sports fields, turf care and maintenance, landscaping, tree planting and pruning.

## Employment Declaration

- I agree with and understand the requirements of my employment, as detailed in this position description.
- I have had the opportunity to ask questions regarding the terms of my employment and have received satisfactory answers.
- I understand that the above position description describes the general nature of my employment, and that other duties may be required of me upon request.
- I understand that I will not be asked to participate in additional duties that are unreasonable, or outside of my capability and training.
- I understand that I will receive in-house training in aspects of my employment that I am not currently proficient, in order to satisfactorily meet the position requirements.
- I will take reasonable care for my own health and safety.
- I will take reasonable care for the health and safety of others.
- I will comply with any reasonable instruction given by the GSC.
- I will cooperate with any reasonable policies and procedure of the GSC.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_

### Office Use Only

**Reviewed by:** GLR Training Coordinator

**Date:** 10/11/2020

**Signature:**

**Position:**