

<b>POSITION TITLE</b>	<b>Trainee Parks &amp; Gardens</b>
<b>DEPARTMENT</b>	<b>Infrastructure Services</b>
<b>GROUP</b>	<b>Works</b>
<b>LOCATION</b>	<b>Kowa Street Depot Mareeba</b>
<b>CLASSIFICATION / LEVEL</b>	<b>Trainee Wages apply</b>
<b>REPORTS TO</b>	<b>Ganger – Parks &amp; Gardens</b>

### Department Summary

The Infrastructure Services Department is responsible for the planning and delivery of Council capital works and operational works programs. Department business units include:

- Technical Services
- Works
- Water & Waste
- Assets & Projects

### Position Summary

This position is a traineeship position. The role requires completing training and tasks required for the successful completion of the Certificate II in Horticulture or Rural Operations and the traineeship is for a period of **12 months**. The formal training component of the traineeship needs to be completed within that timeframe.

The role calls for physically demanding work to be undertaken in a hot and humid climate on a daily basis. It is the responsibility of the Trainee to ensure they are and remain physically fit and able to efficiently and consistently undertake these tasks.

### Key Responsibilities

Undertake all training required to commence and obtain Certificate II in Horticulture or Rural Operations or equivalent and satisfactorily complete all units of competency to obtain this qualification as required by Apprenticeship support network provider/RTO or TAFE.

Complete all tasks in relation to obtaining Certificate II in Horticulture or equivalent which may include:

### Key Responsibilities

- Comply with council's Code of Conduct and perform duties in a manner that positively influences public perceptions on Council's Parks & Gardens workforce
- Operate Parks and Gardens machinery, plant and equipment and perform all task safely and effectively in an accordance with Council policy and procedure
- Ensure worksite housekeeping and vehicle presentation is of a high standard and reflects positively on Council's image
- Foster respectful and productive working relationships within the crew and across other sections of Council
- Fertilise, irrigate, mow, weed and maintain parks and gardens as directed

- Prune, spray and control pests in parks and gardens with due regard for the safe use of agricultural chemicals
- Remove and dispose of debris and litter from parks and gardens
- Maintain equipment used in a safe, clean and serviceable condition
- Assist & undertake landscape construction and maintenance of parks, gardens and playgrounds as required including the cleaning of facilities
- Other responsibilities as directed

### **Skills and Knowledge**

- Ability to work as a member of a team
- Good verbal and written communication skills
- Good work ethic and results focused
- Knowledge and experience in the operation of mowers, brush cutters and chainsaws, or the ability to rapidly acquire these skills
- Some knowledge in the installation and maintenance of irrigation systems, or the ability to rapidly acquire these skills
- Aware of safe work practices including manual handling techniques and able to follow Workplace Health and Safety procedures and policies
- Some knowledge and experience in horticulture, or the ability to rapidly acquire this knowledge

### **Qualifications and Experience**

#### ***Essential (Mandatory for the position)***

- Completion of Year 10 High School Certificate or higher

#### **Desirable:**

- Current Queensland 'C' Class driver's licence

### **Environmental Obligations**

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

### **Workplace Health and Safety Obligations**

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

## SCHEDULE S3

### WHS RESPONSIBILITY STATEMENT

#### Workers

All employees have a legal obligation to comply with WHS legislation, Council's WHS Management System – (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring they keep up to date and comply with WHS legislation and Council's WH&S Management System – SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs)
2. Performing all work and associated functions in a safe manner
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WHS procedures
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council's property generally
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested
8. Attending relevant toolbox, team talks or specific training organised by Council
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area
10. Working in a manner that will not endanger you, other employees or the public
11. Cooperate with any reasonable instruction given by Council officers
12. Report any safety concerns to your supervisor
13. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position.

I have read and understand the above Position Description and WHS Responsibilities Statement (Schedule S3)					
<b>INCUMBENT NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	
<b>SUPERVISOR NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	