

## POSITION DESCRIPTION

<b>Position Title</b>	Parks & Gardens Trainee
<b>Classification Level</b>	As applicable in accordance with Schedule E of the Miscellaneous Award 2020
<b>Directorate</b>	Infrastructure Services
<b>Department</b>	Operations
<b>Reports to</b>	Operations Coordinator, Newman
<b>Position Number</b>	TBA

### 1 POSITION SUMMARY

Assist the Shire's Parks & Gardens Team with tasks as instructed associated with the Shire's Parks and Gardens and maintenance programs. This includes Ovals, Playgrounds and Parks, Verges and reserves on day-to-day basis. Also address issues related to plant and equipment and maintain routine maintenance practices. Assist Works Supervisor - Parks and Gardens, apply various skills to maintain the Shire's valuable assets to the higher standard all the times, in line with the expected Level of Service, to serve the ratepayers to maximum value of their rates.

### 2 POSITION-LEVEL PRINCIPLES, OBLIGATIONS & ACCOUNTABILITIES

The primary outcomes of this position type include:

- Supporting and promoting the "culture" and "values" of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;
- Contributing to employee and customer satisfaction, engagement and excellence;
- Collaboratively participating in teams to deliver outcomes for and on behalf of the Shire;
- Effectively communicating and cooperating with internal and external stakeholders as applicable to maintain positive relationships with the Shire;
- Actively contributing towards efficiency and quality of service, as directed;
- Proactively reporting and mitigating, risks.

### 3 ROLE ACCOUNTABILITIES

Assist the Team with the following as directed by the Coordinator, Operations:

#### **Operational**

- Duties associated with parks and gardens under the care, control or management of the Shire of East Pilbara;
- Weeding, mowing, edging, whipper snipping, spraying, pruning, planting, mulching, verge control, watering and maintenance on parks and gardens, reserves, recreation areas and public open spaces within own level of skill and safe certification;

- Reticulation maintenance and construction as required within own level of skill and safe certification;
- Attending to tree/plant watering trees as instructed;
- Minor maintenance on equipment and plant, operate such in a clean safe manner, ensuring plant manuals are read and understood, and Pre-Inspection Checklists are completed prior to operating machinery;
- Ensuring relevant log books, timesheets, leave forms and records are maintained and filled in;
- When requested by the Works Supervisor – Parks and Gardens, assisting with maintenance associated with emergency situations;
- Reporting to the Works Supervisor – Parks and Gardens, instances of faults or damage to reticulation, landscaping, furniture, playground equipment and machinery;
- Assisting, and undertaking, various duties associated with Infrastructure Services in maintenance of roads, drainage, streetscape and signage;
- Ensuring work is carried out in a safe manner utilising Personal Protective Equipment (PPE);
- Undertaking other general labouring duties as requested by the Works Supervisor – Parks and Gardens, and in line with the position’s responsibilities and classification level.

#### **Team**

- Working effectively within a team environment;
- Establishing effective working relationships with team members and applying sound communication skills;
- Effectively managing time and prioritising tasks;
- Applying Occupational Safety and Health policies and procedures to maximise a safe working environment;
- Supporting and promoting the Shire’s Code of Conduct within the team;
- Undertaking special projects in line with the position responsibilities.

## **4 SELECTION CRITERIA**

### **ESSENTIAL CRITERIA (to be considered for this role you must demonstrate the following skills and experience)**

- Willingness to learn and undertake TAFE level qualifications in Horticulture or similar as approved by the Manager Human Resources.
- Well-developed computer literacy skills.
- Ability to maintain confidentiality.
- Skills in time management.
- Ability to communicate with a variety of people.
- Aptitude to understand and apply policies and procedures.
- Current WA ‘C’ Class Drivers Licence.

### **DESIRABLE CRITERIA**

- Previous experience in work environments, particularly with Parks and Gardens.
- Previous experience in a Local Government Authority.

#### **EMPLOYMENT CONSIDERATIONS**

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check;
- Production of a valid Police Clearance of no more than 6-months old;
- Proof of full COVID vaccination;
- Hold the appropriate rights to work in Australia;
- Completion of a pre-employment medical.

#### **5 GENERAL ACCOUNTABILITY, ATTITUDE, BEHAVIOUR AND CONDUCT**

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees such as employee integrity, confidentiality, Shire reputation, efficiency and efficacy, and fraud and corruption prevention.

#### **6 RELATIONSHIPS**

Responsible to:	PD214 Operations Coordinator - Newman
Number of Staff Positions: (Directly Supervised)	Nil
Number of Staff Positions: (Indirectly Supervised)	Nil
Internal: All Shire Staff	
External: General public, contractors, consultants, private and public agencies Local Community Groups and Organisations.	

#### **7 EXTENT OF AUTHORITY**

Works under regular supervision of the Operations Coordinator - Newman and operational guidance of other staff within the area according to established guidelines, procedures and policies of the Shire as well as Statutory provisions. Perform all other duties within the scope of the position as required.

#### **8 POSITION ACKNOWLEDGEMENT AND ACCEPTANCE**

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role. From time to time, employees may be required to perform duties outside of their normal responsibilities as required to meet operational needs.

Signing this position description indicates an agreement and acceptance of the contents and conditions.

Employee Name:	Supervisor Name:
Employee Signature:	Supervisor Signature:
Date:	Date: