

Upper Lachlan Shire Council



Position	Trainee Horticulturist
Reports to	SUPERVISOR PARKS AND GARDENS
Group	ENVIRONMENT AND PLANNING
Band & Level	BAND 1
Grade	T1 - T10
Date revised	5 November 2024

Primary Purpose

The Trainee Horticulturist will learn and develop a range of skills to support their completion of a qualification in Horticulture. The role will support the team, assisting in general gardening and green-keeping, sports fields and oval turf maintenance, landscaping services and maintain public toilets and open spaces in an efficient, effective and safe manner.

Council Values

Council's values of sustainability, integrity, respect and professionalism guide the decisions, actions and conduct of all employees.

Accountabilities

- Assist with the maintenance all Council sports fields and ovals, parks and gardens and public amenities and areas to Council standards.
- Undertake general gardening services including but not limited to tree planting, garden maintenance, tree pruning, identification of pests, weeds and design and assist with implementation of regeneration work.
- Assist with the installation and repair underground drainage, sprinklers and reticulation to maintain the optimum condition of Council's sports fields and ovals, parks and gardens.
- Ensure safe work practices including the development and implementation of safe work method statements, risk assessments, injury and incident reporting and any other work health and safety requirements/obligations under the Work Health and Safety Act.
- Ensure consistent delivery of the highest level of customer service.
- Operate small plant and equipment following safe work practices and procedures and in accordance with operating instructions.
- Complete paperwork (including timesheets) accurately and within required timeframes.
- Contribute to the performance of Council: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and being accountable for the decisions made.
- Ensure a safe working environment by taking accountability for own actions and complying with Council's WHS policies and procedures.
- Commitment to undertake training and education to attain qualification in Horticulture

The employee is required to undertake any other duties, projects or tasks as directed by their manager, which are within his/her skills, competence and training.

Key relationships

Internal	External
Parks and Gardens team	Community members
Other staff	External Training Provider

Essential Criteria

1. Demonstrated interest in horticultural and gardening.
2. Demonstrated ability working in a team and following schedules.
3. High School Certificate.
4. WHS General Construction Induction (White) card.
5. Current Class C Drivers Licence OR P1 or P2.

Desirable Criteria

1. Horticultural related certificates e.g. ChemCert, Chainsaw etc.
2. Cert II in Horticulture.

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, Delegations of Authority, legislation, policies, procedures and plans.

I have read and understand the requirements and accountabilities of this position.

Name (please print)

Signature

Date

SALARY PROGRESSION CRITERIA

Trainee Horticulturist



The emphasis at this level will be placed on the demonstrated application of the skills and knowledge required of the position. Assessments will be made based on the experience/qualifications of the jobholder and their ability to apply skills and knowledge to meet the accountabilities defined in the job description.

MINIMUM JOB REQUIREMENT

The jobholder is required to have met the essential criteria as described in the job description.

STEP 1 SKILLS	
Before being assessed for Step 1 Skills, the jobholder must have demonstrated achievement of all Essential Criteria described in the job description.	
When the jobholder demonstrates the achievement of all Skills in Step 1, they are eligible for an increase in their rate of pay.	
1	Follows WHS practices including toolbox talks.
2	Operate ride on mowers safely and competently.
3	Develop basic knowledge of council maintained areas in the shire.
4	Carry out basic gardening tasks as required e.g. weeding garden beds, pruning, push mowing.

STEP 2 SKILLS	
Before being assessed for Step 2 Skills, the jobholder must have demonstrated achievement of all Essential Criteria and Step 1 Skills.	
When the jobholder demonstrates the achievement of all Skills in Step 2, they are eligible for an increase in their rate of pay.	
1	Develop an understanding of high pressure irrigation systems used.
2	Be able to work unsupervised for periods when required.
3	Correctly fill out required WHS paperwork (toolbox talks, risk assessments) for tasks to be carried out and ensure any WHS issues are brought to the attention of the supervisor.
4	Ensure all paperwork regarding vehicles and plant (running sheets, plant sheets etc.) are filled out and submitted correctly.

STEP 3 SKILLS

Before being assessed for Step 3 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1 and Step 2 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 3, they are eligible for an increase in their rate of pay.

1	Basic Chainsaw Maintenance And Operations Qualifications.
2	ChemCert qualification.
3	Demonstrates a high level of cooperation and team work e.g. helping other departments when required.
6	Provides clear feedback to supervisor on how workloads may be able to be carried out more efficiently that benefits both employee and ULSC.

STEP 4 SKILLS

Before being assessed for Step 4 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1, Step 2 and Step 3 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 4, they are eligible for an increase in their rate of pay.

1	Traffic Controller Qualification.
2	Participate in relevant or required meetings often to stay informed and up to date on information.
3	Able to respond to customer requests and prioritize workloads.
4	Strives to maintain ULSC to a high standard by providing quality service to community groups and sporting groups in the shire.

STEP MAXIMUM SKILLS REQUIREMENT

To achieve Step Maximum Skills the jobholder must apply a superior level of skills, knowledge, Skills and expertise to the position. Step Maximum Skills will be achieved by the attainment of:-

1. Agreed competency and/or training/qualifications
2. Demonstrated efficiency and productivity improvements
3. Development and/or delivery of an innovative project
4. Continuous work improvement for a defined timeframe

Step Maximum Skills will be subject to determination and assessment by the relevant Director, in consultation with the jobholder. Before the jobholder can be assessed at Step Maximum, the jobholder must have achieved Steps 1, 2, 3 and 4 Skills.

Note: Skills will be obtained and/or developed from a combination of the following sources:-

- Training.gov.au
- Job-specific Skills developed by Council
- WHS standards
- Former position description skill steps