

Position Description

POSITION TITLE:	Horticulture Officer
POSITION NO:	1073
DIRECTORATE:	Infrastructure Services
DEPARTMENT:	Parks and Gardens
SECTION:	Parks and Horticulture
CLASSIFICATION:	Band 4 (Physical Services Employee)
LOCATION:	Operations Centre- South Building
DATE:	June 2026

ORGANISATIONAL RELATIONSHIPS

Reports to:	Team Leader Horticulture
Supervises:	Assists with supervising, including less experienced staff members, apprentices and trainees, work experience students and community jobs program participants.
Internal Liaisons:	Manager Parks and Gardens, Coordinator Parks and Horticulture, all Operations centre based staff and all Council employees.
External Liaisons:	Service Authorities, Sporting Clubs and User groups, other councils, Contractors and members of the public and residents.

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

PRIMARY OBJECTIVES OF POSITION:

Deliver high-quality horticultural maintenance and enhancement of Council's parks and open spaces, in accordance with specified standards and cyclical maintenance plans, contributing to visually appealing, safe, and sustainable landscapes for the community.

Assist with planning and scheduling continuous improvement and seasonal works of parks and open spaces.

Ensure all work is undertaken in a safe manner and observe Council's Occupational Health and Safety (OHS) policies and practices.

DUTIES AND RESPONSIBILITIES

- Undertake a broad range of horticultural duties including, but not limited to, weed spraying, mowing, brushcutting, cultivation, watering and irrigation, pruning, manual weed removal, sweeping, mulching, pest and disease control, fertilizing and planting in accordance with approved maintenance programs, OHS legislation, codes of practice and industry standards.
- Safely operate and regularly maintain a range of plant, vehicles, machinery, tools and equipment associated with parks and open space maintenance, ensuring compliance with safe work practices.
- Undertake litter collection, park asset cleaning and general upkeep of parks assets to ensure high presentation standards are maintained.
- Deliver high-quality horticultural maintenance and improvement works in line with established programs, including contributing to work planning, scheduling and continuous improvement of park assets.
- Assist the Team Leader with planning and implementation of seasonal works programs such as planting, renovation and event preparation, including the selection, estimation and ordering of plants.
- Monitor, assess and report on parks and horticulture assets, identifying maintenance needs, risks and opportunities for improvement
- Supervise non-qualified employees, apprentices and volunteers, as required. This will include on the job training and mentoring to build capacity and ensure high quality outcomes.
- Apply best practice weed control practices, including the safe handling, storage and application of herbicides in accordance with Safety Data Sheets (SDS), label directions and relevant legislation.
- Interpret plans; lay out, construct and correctly plant garden projects and maintain completed landscapes according to specifications using sound horticultural practices and techniques.
- Action and complete customer requests allocated through Council's Customer Request system within agreed timeframes and standards.
- Provide courteous, responsive and professional customer service and horticultural guidance to internal teams, contractors and members of the public, while undertaking duties in the field.
- Complete Plant Check Sheets (daily) and Defect Reports in accordance with Fleet Maintenance procedures.
- Report on daily works completed and contribute other information to databases, reports, key performance indicators, Quality Plan Reports and other administrative tasks.
- Provide input into team work plans and advise supervisor of observed maintenance scheduling requirements.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve their own safety and the safety of those around them while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.

- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for the effective and efficient performance of key responsibilities listed above, maintaining and improving standards of work within the scope of the role.
- Ensure all employees under their direction are trained in safe working practices and maintain compliance with OH&S requirements and Council's policies and procedures in undertaking allocated projects.
- Provide leadership and on the job training to other employees, particularly those under their supervision, on position relevant procedures, systems and equipment.
- Exercise high precision horticultural skills using various plant, equipment, tools, systems, materials and specialised techniques relevant to the position.
- Expected to exercise discretion within standard practices and processes, undertaking and implementing quality control measures.

JUDGEMENT AND DECISION MAKING

- Adhere to relevant policies, procedures and guidelines determined for the operation of Council's services and facilities.
- Advice and guidance are always available, from the Team Leader or Coordinator or other Council employees within the time available to make a choice.
- Ability to make decisions, based on defined practices, procedures and industry standards, and select from a range of available alternatives. When supervising employees, quantification of the amount of resources needed to meet those objectives is required.
- Exercise good judgement and discretion regarding confidential issues.
- Apply horticultural and parks maintenance knowledge and practical skills to complete tasks.

SPECIALIST SKILLS AND KNOWLEDGE

- Highly skilled in horticultural and parks maintenance work, with knowledge in horticultural principles, practices and techniques.
- Highly skilled, safe and competent operation and maintenance of machinery, tools, plant and equipment which requires the exercise of judgement or adaption.
- Ability and skills to provide training in horticulture and parks maintenance techniques through on-the-job training.
- Physically fit to undertake duties as outlined in this position description. The position requires the incumbent to complete a pre-employment medical check.
- Ability to interpret written instructions or plans including the assessment of works required and the appropriate methods or techniques to undertake to complete the works.
- Knowledge and skills in the estimation and ordering of plants, trees and shrubs.
- Able to discuss and resolve problems relating to landscape construction.
- Ability to operate technology and systems related to the role, such as mobile devices, work management systems and digital applications.

MANAGEMENT SKILLS

- Ability to effectively plan, organise, manage and prioritise own time, and that of those under their supervision, to achieve targets, meet work plans, customer requests and climatic conditions and work both independently and within a team environment.

- Understanding of and ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, as well as assisting employees with their tasks, particularly when performing supervisory tasks.
- Ability to lead by example, motivate and encourage less experienced colleagues to help foster a high-performing, customer focused team culture.
- Problem solving skills to resolve minor problems with the ability to escalate higher level problems, as appropriate.
- Supervisory skills in relation to apprentices, work experience participants and less experienced colleagues.

INTERPERSONAL SKILLS

- Well-developed written and digital communication skills to plan and record work outputs, prepare correspondence, assist with reports and presentations related to their area of expertise.
- Ability to contribute to workplace improvements programs and team discussions.
- The ability to communicate respectfully, foster positive relationships with colleagues and contribute to a positive, supportive team culture.
- Strong customer service skills to respond to the public quickly and positively.
- Ability to work both independently and within a team environment.
- The ability to build productive relationships, establish rapport, gain cooperation and assistance from all levels of the organisation and with external stakeholders.
- Ability to discuss and resolve minor problems with both internal and external stakeholders.

QUALIFICATIONS AND EXPERIENCE

Mandatory:

- Trade Certificate in Horticulture, Parks and Gardens or equivalent qualification.
- Demonstrated extensive experience in the delivery of a range of horticultural and parks maintenance services, preferably across multiple sites.
- Experience working to a set horticultural/parks maintenance and improvement program, including reporting on works completed, planning future works, and delivering works efficiently as part of a coordinated team.
- Ability to maintain and safely use a variety of plant, equipment and tools used in parks maintenance and horticulture activities.
- Current Victorian Drivers Licence.
- Medium Rigid Driver's License.
- Required to have and maintain, at all times where required for the performance of your duties or otherwise by Council, a valid, unrestricted Working with Children Check.
- No relevant criminal record found in a Police Check.

Desirable:

- Hold an Agricultural Chemical Users Permit (ACUP)
- Local Government experience
- First Aid certificate

CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not

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deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee:

Date:

Manager/
Coordinator:.....

Date: