POSITION DESCRIPTION

POSITION: Horticulturalist	
DIRECTORATE: City Infrastructure	**GROUP:** Transport and Open Space Services
SECTION: Open Space Services	**REPORTS TO:** Maintenance Coordinator Recreational Spaces; Maintenance Coordinator Horticulture; Maintenance Coordinator Botanic Gardens and Cemeteries
GRADE: D	**EMPLOYMENT TYPE:** Permanent Full-time
HOURS/WEEK: 38	**POSITION No.:** 499, 506, 507, 509, 514, 515
DATE: September 2024	

OUR VISION

"Empowering the community and visitors to enjoy and grow our opportunities".

OUR VALUES

We ensure that our Values are the foundation for everything we do.

	iNnovate	Challenge the status quo in search of better outcomes.
	Collaborate	Seek to understand different perspectives to problem solving.
	Accountable	Take ownership and have the courage to call things out.
	Respect	Mutual respect. No time for disrespect.
	Empowering	Here to make a difference.

THE DIRECTORATE

Our City Infrastructure Directorate is responsible for planning, designing, delivering, operating and maintaining transport, open space, water and waste infrastructure for our local government area and delivering civil construction. projects for clients.

THE GROUP/SECTION

Our Transport and Open Space Services Group is responsible for planning, delivering and maintaining the City's road networks, drainage, footpaths and cycleways, reserves, parks, playgrounds, public amenities and other open spaces.

POSITION OBJECTIVES

The objective of this position is to support the leadership of the City of Coffs Harbour in establishing a high-performance organisation through the development of its people and processes. The role involves carrying out horticulture activities in a professional manner, adhering to the organisation's objectives, programs, performance criteria, standards, and procedures. Additionally, the position requires assisting and contributing to the programming, budgeting, and administration of maintenance activities.

KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

Customer Service

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management

Learning and Development (L&D)

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

Sustainability

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

Continuous Improvement

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

Organisation Support

- Support the leadership and management by:
    - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes.
    - Ensuring all appropriate City Policies and Procedures relating to employment, including Equal Employment Opportunity, Code of Conduct and Fraud & Corruption.
    - Ensuring the WHS responsibilities of the role are undertaken in accordance with the City WHS Responsibilities Statement, WHS legislation and other City Policies and Procedures regarding WHS.
    - Ensuring business records are maintained accurately and on time, in accordance with the City's Records Management Policy.
    - Providing valued team contribution, coupled with performance and behaviours consistent with a positive and productive work environment.

KEY AREAS OF RESPONSIBILITY

- Competently undertaking specialist Horticultural activities involving a wide range of horticultural/park maintenance procedures.
- Operating efficiently and professionally, maintaining the highest standards of horticultural practice.
- Use powered and hand tools to complete assigned tasks.
- Undertake the day-to-day maintenance of horticultural (garden) areas including State and Regional Parks, North Coast Regional Botanic Garden, Road Reserves, playgrounds and open spaces, including programmed and planned horticultural maintenance activities, minor repairs and construction.
- Undertake and supervise related duties such as gardening, mowing, herbicide application and general routine maintenance activities to facilities such as roadside / medium gardens, roundabouts, indoor and outdoor plants and similar.
- Complete all aspects of plant propagation, nursery activities, plant selection and maintenance.
- Installation and operation of garden, shrub bed and lawn irrigation systems as required.
- Prepare planting plans and maintenance programs and liaise with the Supervisor to obtain plants for each planting. Ensure that no plantings on roundabouts, island beds or road verge obscure visibility to traffic.
- Carry out tree surgery and maintenance procedures in a safe, competent and efficient, professional manner that is consistent with current recognised arboriculture practices.
- Carry out landscape construction activities in association with park developments and consistent with design plans.
- Be responsible for the security and safe operation of all plant and equipment being operated whilst engaged in official City duties, having consideration for plant, equipment and any persons in its working area.
- Monitor costs as works proceed to ensure works are carried out within budget.
- Utilise mobile technology and the City's maintenance management system to organise works, record data and report as required.
- Proactively report any defects or problems observed with the City's Controlled Regional and State Parks, Open Spaces, Amenities and Playgrounds and related structures including defects or problems observed with the City's assets outside of normal area of expertise.
- Train and assist others in your own areas of experience and expertise as needed or requested.
- Undertake other tasks/duties as directed by your leader – that are within the skills, capability and training of the employee.

KEY RELATIONSHIPS

Internal

- Group Leader Transport and Open Space Services
- Section Leader Open Space Services
- Maintenance Coordinator Recreational Spaces
- Maintenance Coordinator Horticulture
- Maintenance Coordinator Botanical Gardens and Cemeteries
- Works Supervisor – Mowing
- Works Supervisor - Foreshores
- Open Spaces staff

External

- Contractors
- Community members

OTHER POSITION REQUIREMENTS

- Based on a 38 hour week, days of work are Monday to Friday between the hours of 6:00am to 6:00m as arranged with the people leader.
- Flex time may be available in accordance with City procedures.
- Work may be required to be undertaken outside of ordinary working hours as agreed with your People Leader. Payment will be in accordance with the Award and the City's Enterprise Agreement (EA).
- The following allowances apply where the position requirements meet the criteria for payment in accordance with the Award or the City's EA:
    - Expenses
    - First Aid Work Allowance
    - Meal Allowance
    - Travelling Allowance.
- This position is delegated with certain powers, authorities, duties and functions under the City's Delegations of Authority in accordance with the Local Government Act.
- This position will be provided with the following vaccinations:
    - Tetanus
- This position is located at Nana Lane Depot with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- This position may on occasions be required to work outside of the City area for extended periods. Appropriate allowances or reimbursement will be provided.
- This position involves working in a predominantly outdoor environment where a varying range of temperatures, weather conditions and walking surfaces may be experienced. The position requires a moderate level of aerobic and physical fitness to undertake regular physical activities such as walking, lifting, pulling, pushing along with the capacity to maintain normal manual handling tasks across the work day – depending on the nature of the tasks undertaken. The use of relevant work method statements and appropriate WHS standards are an integral part of the role. A full functional and medical assessment is required for this position.

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Certificate III in Horticulture or similar and relevant experience
- AQF3 Chemical Accreditation
- National Construction Induction Certificate (Whitecard)
- Current Class C Drivers Licence.

Desirable

- First Aid Certificate
- Traffic Guidance Officer Ticket
- Class MR Drivers Licence.

CAPABILITIES

- Demonstrated relevant experience in horticulture, typically greater than three (3) years.
- Demonstrated experience in the maintenance of green spaces including operating small plant such as mowers, brush cutters, blowers, power sprays.
- Demonstrated ability to work in a team, and unsupervised.
- Demonstrated ability to follow instructions.
- Demonstrated interpersonal, oral and written communication skills.
- Demonstrated time management, planning and basic computer skills.
- Sound communication (oral and written) and interpersonal skills.
- Demonstrated ability to solve problems.
- Demonstrated knowledge and understanding of Work Health & Safety procedures, polices and Legislation.

Position Demands Analysis

Horticulturalist

EXPOSURE RATING TABLE			
No exposure	**Low Exposure**	**Medium Exposure**	**High Exposure**
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
0	**1**	**2**	**3**

PHYSICAL REQUIREMENTS					
Sedentary work lifting 0-4.5kg	1	Elevating arms above shoulder height	1	Climbing to access / exit excavations	2
Light work lifting 4.5-9.1kg	3	Extend arms for reaching	2	Kneeling for extended periods	0
Medium work lifting 9.1-22.7kg	2	Sitting for extended periods	3	Crawling	0
Heavy work lifting 22.7-45.5kg	2	Standing for extended periods	2	Balancing	1
Very Heavy work lifting >45.5kg	0	Walking for extended periods	1	Hearing above background noise	2
Repetitive Lifting	2	Walking on uneven ground	1	Depth perception	0
Pulling Loads > 5kg	2	Frequent bending / stooping	1	Colour vision	3
Pushing loads > 5kg	2	Shovelling / digging	1	Fine manipulation	2
Lifting with trunk twisting	1	Throwing	0		
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	3	Dust Mask / Respirator	1	Reflective vest	3
Hard hat	2	Protective eyewear	3	Breathing Apparatus (BA)	0
Ear plugs / muffs	3	Gloves	1		
EXPOSURES					
CHEMICALS		**CHEMICAL NAME/TYPE**		**BIOLOGICAL**	
Dusts	1			Odours	1
Liquids	0			Mists / Fumes	1
Herbicide spraying	1			Possible exposure to sharps	1
Pesticide spraying	1			Possible exposure to Tetanus	1
Gases / Vapours	1			Possible exposure to Hepatitis A, B, C	1
Working with solvents	0			Possible exposure to blood / bodily fluids	1
PHYSICAL/PSYCHOLOGICAL					
Inside work	0	Working near machinery	3	Slippery surfaces	2
Outside work	3	Operating machinery	3	Low light areas	0
Confined spaces	0	Vibration	1	Shift work	0
Working alone	2	Working at heights	1	Use of computer for screen based activities	3
Working with hot substances	0	High Temperatures > 38 degrees	1	Prolonged Driving (periods > 2hrs)	3
Working with cold substances	0	Low Temps < 3 degrees	1	Violence / aggression from customers	1
Noisy work areas	2	Fatigue	2		