



WHITEHORSE CITY COUNCIL

Position description

Job title: Horticultural Apprentice	
Classification: TBD	Effective Date: December
Reports to: Team Leader Horticultural and Landscape Services	Tenure: TBD

About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



Excellent Customer Experience and Service Delivery



Great Organisational Culture



Innovation and Continuous Improvement



Good Governance and Integrity



Long Term Financial Sustainability

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.



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Position description

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

To provide and maintain high quality Horticultural maintenance and Landscape Services in a safe and professional manner across multiple departments under the Parks and Natural Environment Team.

Key Responsibilities

Position Specific Responsibilities

- Timely and high quality maintenance of relevant horticultural sites across councils Parks/ Reserves and Facilities including pruning, lawn maintenance, garden bed maintenance, litter and waste removal and collection of sharps, all in accordance with Council Policies and Occupational Health & Safety Guidelines.
- Participate in traffic management safety set up for works within carparks, median strips, roundabouts and traffic islands on main roads in line with code of practice.
- Collaborate and work across multiple departments within the Parks and Natural Environment Team (Horticulture and Landscape Services, OpenSpace, Assets, Arbor, Sportsfields and Bushland) including other apprentices, work experience students and casual employees.

General:

- Provision of effective Customer Service.
- Reporting of vandalism and damage of Council Property.
- Adequately maintain council assets.
- Actively participate as a member of the Parks & Natural Environment Team.
- Actively contribute to the further development and enhancement of the parks and gardens networks across Whitehorse City Council.
- Undertake and complete relevant training and off-site education.

Corporate Responsibilities:

- Adherence to all Corporate Policies, Procedures and the Overarching Principles in the current Whitehorse City Council Collective Agreement.
- To understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/ or loss to individuals, assets and equipment.
- Reporting of any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Authority

Staff responsibility:

The position assists the Parks and Natural Environment Team working within the Horticultural and Landscape Services, Openspace, Assets, Arbor, Sportsfields and Bushland Departments on a rotation basis. The role requires following direction from Coordinators, Team Leaders and Team Members and working alongside other apprentices, casuals and work experience students to ensure program objectives are undertaken in a safe and professional manner. All schooling and training are to be undertaken and completed in a timely and satisfactory manner.

Decision Making:

- Incumbent has the authority and freedom to act within established operations and budgetary guidelines, and the provision of various Acts, regulations, codes, technical controls, standards and Council policies.
- The position will make decisions and provide input on operational service provisions and is responsible for decisions relating to preparation, planting and maintenance of horticultural sites in a safe and professional manner.

Key Relationships

- The position will liaise with numerous Departments, Coordinators, Team Leaders and staff at all levels throughout the Parks and Natural Environment Department.
- The position has key responsibilities in ensuring efficient and effective customer service in accordance with the relevant policies and procedures.
- The position will require the incumbent to attend and participate in all required training and education programs and complete to a satisfactory standard.

Skills and Attributes

Qualifications/Certificates/Licences and Experience

- Demonstrated experience and passion for horticulture.
- Relevant experience and enthusiasm for working in a team.
- Positive and proactive attitude
- Demonstrated understanding of safe work place.
- Demonstrated experience in providing excellent customer experiences.
- A valid Victorian driver's licence is essential.
- Satisfactory National Criminal History Check.

Technology

- The incumbent must have experience in Microsoft Applications from smart phone and tablet to have the capacity to effectively utilise workplace applications for communication with Team Members and Superiors.

Interpersonal

- The incumbent must have excellent written and verbal communication skills to enable effective interaction with internal staff and members of the public.
- The ability to communicate with Staff and Supervisors to ensure successful resolution of conflict and achievement of tasks.
- Ability to contribute delivery of services and participate in projects across Parks and Natural Environment.

Leadership/management:

- Proven capacity to work within teams to build constructive working relationships.

Key Selection Criteria

- Experience in working within a team and passion for working in an outdoor environment.
- Ability to undertake instruction and communicate with fellow staff and Superiors.
- Demonstrated understanding of the legislation related to Safe Work Places and work practices.
- Demonstrated experience in providing excellent customer experiences.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	Site supervision and assistance with works programs	Daily	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Hand/Arm Movement Tasks involve use of hand/arms	Site supervision and assistance with works programs General office related tasks	Daily	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	Site supervision and assistance with works programs	Daily	
Standing Tasks involve standing in an upright position	Site supervision General office related tasks	Daily	
Reaching Tasks involve reaching above head, and above and equal to shoulder height	Site supervision	Rare	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Site supervision and assistance with works programs	Daily	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Site supervision and assistance with works programs	Daily	
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	Site supervision and assistance with works programs	Daily	
Keyboard Duties Tasks involve sitting at workstation and using computer.	General office related tasks	Daily	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	<i>Comments</i>
<p>Satisfactory Vision</p> <p>Standard of vision required equal to that required for driver's licence</p>			