

Job title: Open Space Team Member	
Classification: Band 3	Effective Date: April 2023
Reports to: Coordinator Open Space and Park Assets	Tenure: Permanent

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.

Goal Statement

To provide high quality horticultural services within the City of Whitehorse in a safe and professional manner.

Key Responsibilities

Position Specific Responsibilities

- Provide quality customer service.
- Operate machinery, ride on mowers, tractors, loaders and plant in line with horticultural best practice.
- Maintain Parks, Reserves, Shopping Centres, Road Reserves, Council Facilities and Traffic Management Devices in accordance with Council Policy, OH&S and EO guidelines.
- Complete customer requests and work orders within required timeframe
- Complete computerised records of work orders and activities on mobile devices.
- Achieve priorities as detailed on round sheet within required timeframes.
- Complete risk assessments on site and work within Safe Operating Procedures.
- Ensure all work practices are safe and conducted in accordance with relevant Health and Safety legislation, guidelines and codes of practice.
- Where required, assist in the preparation, planting and maintenance of lawns, grass areas, paths, paved areas, garden beds, annual beds and trees, throughout the Municipality by carrying out pruning, mowing, weeding, mulching, chemical spraying, planting, edging, brush-cutting, litter and waste collection and other associated tasks.
- Provide input into the prioritisation of job scheduling and efficient route planning of routine maintenance across the Municipality.
- Organise appropriate traffic and pedestrian management associated with maintenance on main roads and parks.
- Report vandalism and damage of Council property.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- 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.

- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety

Authority

Budget: Nil

Staff responsibility:

May supervise team members, apprentices, work experience students and casual employees when required.

Decision Making:

Provide input into the improvement of relevant operating practices to continuously improve quality standards.

Responsible for day to day field decisions relating to Parks, Assets and playground inspection and maintenance.

Key Relationships

- Open Space and Assets Coordinator and Team Leader
- Manager Parks and Natural Environment
- Parks and Natural Environment department employees across all teams
- Sub-Contractors
- Customers, Shopkeepers, Child care centre staff, Parkland Advisory Committee members
- Whitehorse employees
- The incumbent may have contact with the public or other employees which involves explanations of specific procedures and practices, especially in relation to park and playground maintenance.

Skills and Attributes

Qualifications/Certificates/Licences and Experience

- Certificate or Diploma in horticulture, parks and gardens, landscape and/or relevant experience in horticultural practices and open space and park asset maintenance regimes

- Knowledge of the maintenance of a range of horticultural practices including hard and soft landscape fixtures
- General Horticultural knowledge including plant ID, pruning and weed management techniques
- Farm Chemical Users Certificate
- A current Victorian MR truck driver's licence.
- Ability to operate required machinery with work effectively with limited supervision
- First Aid Level 1
- Working with Children check
- Physically fit to undertake all manual handling operation.
- Ability to use all required herbicides, insecticides, fungicides and other chemicals in accordance with safe handling procedures.

Technology

- Proficient in Microsoft office and the operation and knowledge of relevant asset management systems
- Proficient in mobility systems required to undertake completion and reporting of customer requests and work orders
- Proficient in the operation and knowledge of relevant software and equipment, horticultural practices and changing work procedures that may require the exercise of judgement or adaptation.

Interpersonal

- The incumbent must have appropriate written and verbal communication skills to enable effective interaction with internal staff, members of the public, community groups and various external parties.
- Appropriate skills for the preparation of work records, time sheets and instructions.
- The ability to resolve minor problems.
- Ability to work in a team, or as an individual, with general supervision.

Leadership/management:

- Must be able to provide employees under their supervision with on the job training and guidance and have a basic knowledge of Human Resources policies and procedures

Key Selection Criteria

- Certificate or Diploma in horticulture, parks and gardens, landscape and/or relevant experience in horticultural practices and open space and park asset maintenance regimes

- A current Victorian MR truck driver's licence.
- Ability to operate required machinery with work effectively with limited supervision
- Proficient in the operation and knowledge of relevant software and equipment, horticultural practices and changing work procedures that may require the exercise of judgement or adaptation.
- Appropriate written and verbal communication skills to enable effective interaction with internal staff, members of the public, community groups and various external parties.

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.	General manual handling tasks associated with horticulture and assets maintenance	Various hours per day	
Hand/Arm Movement Tasks involve use of hand/arms	General manual handling tasks associated with horticulture and assets maintenance	Various hours per day	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	General manual handling tasks associated with horticulture and assets maintenance	Various hours per day	
Standing Tasks involve standing in an upright position	General manual handling tasks associated with horticulture and assets maintenance	Various hours per day, can be on feet for a large proportion of the day	
Reaching Tasks involve reaching above head, and above and equal to shoulder height	General manual handling tasks associated with horticulture and assets maintenance	Occasionally	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	General manual handling tasks associated with horticulture and assets maintenance	Various hours per day, can be on feet for a large proportion of the day	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	General manual handling tasks associated with horticulture and assets maintenance	Various hours per day	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	<i>Comments</i>
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	General manual handling tasks associated with horticulture and assets maintenance	Various hours per day	
Keyboard Duties Tasks involve sitting at workstation and using computer.	Limited in office	Limited in office, Some use in the field per day	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	Required for driving	All	

Any other relevant comments: