

General Information for the Position of Non-Trade Gardener

Further Information can be obtained from:

Raymond Burns, Town Services Manager - (02) 6847 6600

115 Dubbo Street,
(P.O. Box 6)
WARREN NSW 2824

Phone: (02) 6847 6600

SCHEDULE 1

ADVERTISEMENT FOR THE POSITION

Non-Trade Gardener

POSITION VACANT

NON-TRADE GARDENER

An opportunity exists for a hard working individual looking to join the Local Government Industry. We currently have a position available for a Non Trade Gardener to join the Warren Shire Council Parks and Gardens Section.

The Non Trade Gardener position is one within a team of people whose principal duty is the maintenance of Council's parks, gardens, playgrounds, sporting fields and other green spaces.

The applicants will be proactive with a positive attitude and be able to work cooperatively in a team environment. This is a great opportunity for those with a strong interest in landscaping, parks and gardens and working outdoors. They will be employed on a full-time basis.

The successful applicant will be subject to a pre-employment medical assessment prior to confirmation of employment.

Essential

- General Construction Induction Card (White Card)
- Class C Licence

Desirable

- Plant Operation Course
- Class MR Manual Driver's Licence
- First Aid Certificate
- Chainsaw Operator Certificate

Employment Conditions

- Salary Range: \$1008.70 - \$1170.09 per week depending on qualifications and experience
- Adverse Working Conditions Allowance
- Other allowances as required
- Superannuation per the superannuation guarantee (11%)
- 9-day fortnight flexitime system – 38-hour week
- Leave provisions as per the Local Government (State) Award

Applications

An information package **must** be obtained by attending the Administration Centre, 115 Dubbo Street, Warren or by visiting Council website www.warren.nsw.gov.au

All applications should include a Resume and a completed Employment Application Form (found in the information package) along with two (2) recent references/referees.

Applications can be lodged:

- Via mail – P.O. Box 6, Warren, NSW, 2824
- In person – 115 Dubbo Street, Warren, NSW, 2824
- Via email – hr@warren.nsw.gov.au

For enquiries, contact Raymond Burns, Town Services Manager on (02) 6847 6600.

SCHEDULE 2

POSITION DESCRIPTION

Non-Trade Gardener

Position Description

Position Title:	Non Trade Gardener
Department:	Engineering
Classification:	Operational Band 1, Level 3
Grading:	Local Government (State) Award Progression between Grades 1-5 is in line with Council's Salary System.
Hours of Duty:	9 day fortnight, 38 hour week 7.15 am start 4.30 pm finish, ½ hour lunch (Winter) 6.15 am start 3.30 pm finish ½ hour lunch (Summer)
Annual Leave:	4 weeks per year.
Responsible Officer:	Town Services Manager
Immediate Supervisor:	Parks Foreman

Position Objectives:

The position of Non-Trade Gardener is one (1) within a team of workers maintaining and beautifying Council's parks, gardens, reserves, ovals and cemeteries within Warren Shire.

It is a requirement of the position that the successful applicant be able to work in a team that is able to go about their work with a minimum of problems and the utmost efficiency. Works include but are not limited to major and minor plant operation, truck and backhoe operation, gardening, mowing, tree pruning, landscaping, pest and disease control, concreting, paving, flower bed planting and maintenance, cleaning, litter control, weeding, edging, fertilising, painting, linemarking, minor mechanical work and general construction work.

Licences, Qualifications and Experience:

Essential:

Class C Manual Driver's Licence

Construction Induction Card (White Card)

Knowledge of WH&S requirements in the workplace

Desirable:

Plant Operation Course

Class MR Manual Driver's Licence

Certificate of Competency: Forklift Operator

Certificate of Competency: Backhoe

First Aid Certificate

Chainsaw Operator Certificate 1

Schedule of Duties:

- Be aware of plant and equipment capabilities
- Ensure plant, equipment and machinery is fully operative and in safe working order and always operated in a safe and legal manner
- Ensure that all safety equipment and PPE is used where required in the correct manner
- Liaise with immediate supervisor with regard to daily and weekly works
- Organise daily plant and material requirements
- Ensure that all work sites are left in a neat, tidy and safe condition
- Attend training sessions associated with the position if required
- Ensure that there is no wastage or misuse of resources
- Carry out other duties as required by the Services Overseer.

Customer Service

- Project and promote the image of Council as both positive and efficient through maintaining professional standards and presentation.
- Communicate effectively and sensitively with both internal and external customers.
- Work cooperatively with other sections within Council and organisations

Work Health and Safety Responsibilities

All employees are responsible for WHS at Warren Shire Council and their duties include:

- Working in a safe manner without risk to themselves, others, Council's equipment or the environment;
- Reporting all WHS hazards and incidents to their supervisor;
- Reporting all injuries and illnesses to their supervisor and the Work Health Safety/Risk Officer within 24 hours of the incident;
- Providing suggestion, through agreed consultation method, on how to improve WHS issues;
- Seeking assistance if unsure of WHS procedures;
- Reporting any faulty equipment or plant to the Parks and Gardens Foreman;
- Participate in WHS consultation arrangements in your workplace;
- Complying with any Return to Work Plan if injured;
- Correctly using all personal protective equipment; and
- Complying with emergency and evacuation procedures.

Physical Demands

The position holder is required to be physically fit as they are likely to be exposed to a range of outdoor activities and also prolonged sitting, and close eye work.

Key Accountabilities

- Adherence to authorised working hours
- Adherence to adopted safe working practices
- Adherence to adopted works specifications
- Control of plant and materials under direct control of the Non Trade Gardener
- Adherence to adopted policies of Council
- Carry out duties as instructed and as required
- Report any problems with plant and equipment, mechanical or otherwise, to the Parks and Garden Foreman
- Demonstration of good driving/operating and low maintenance record for Plant operated
- Advise Services Overseer if unable to attend or complete work
- Ensure all records are maintained
- Ensure harmonious and productive relationships exist with the Council staff
- Promote a positive image of Council
- Processing of time and plant sheets

Output Measures

- Standard of workmanship
- Number of work safety incidents
- Record of staff matters
- Attendance record
- Presentation

Position Skill Descriptors - Operational Band, Level 3 (B1 L3):

Authority and accountability: Responsible for completion of regularly occurring tasks with general guidance on a daily basis.

Judgement and problem solving: Judgement is required to follow predetermined procedures where a choice between more than two options are present.

Specialist knowledge and skills: Application of skills, including machine-operation skills, following training "on the job" or accredited external training over a number of months.

Management skills: Some guidance/supervision may be required. May assist a co-ordinator/trainer with on-the-job training.

Interpersonal skills: Skills required for exchange of information on straightforward matters.

Qualifications and experience: Suitable experience or qualifications in a number of defined skill areas.

Warren Shire Council

Competencies and Skills

Job Title: Non Trade Gardener

Band: 1

Level: 3

<u>Grade 1</u>	
C Licence	<input type="checkbox"/>
Basic record keeping	<input type="checkbox"/>
Basic plant maintenance	<input type="checkbox"/>
Operation of light equipment	<input type="checkbox"/>
Knowledge of Anti-discrimination Act	<input type="checkbox"/>
Construction Induction Card (White Card)	<input type="checkbox"/>
<u>Grade 2</u>	<input type="checkbox"/>
MR Licence	<input type="checkbox"/>
Understanding of WH & S	<input type="checkbox"/>
Basic understanding of traffic control	<input type="checkbox"/>
Operation of light plant (no WorkCover Ticket required)	<input type="checkbox"/>
Understanding of minor construction and maintenance techniques	<input type="checkbox"/>
Basic knowledge of horticulture	<input type="checkbox"/>
Basic knowledge of landscaping	<input type="checkbox"/>
Basic knowledge of maintenance and operation of irrigation system	<input type="checkbox"/>
Basic tree lopping	<input type="checkbox"/>
Certificate of Competency- Loader	<input type="checkbox"/>
High Risk Work Licence- Forklift	<input type="checkbox"/>
Demonstrate ability to co-operate and work in a team	<input type="checkbox"/>
Chemical Application Course	<input type="checkbox"/>
Chainsaw Operators Certificate- Trim and Cut Felled Trees	<input type="checkbox"/>

Warren Shire Council

Competencies and Skills

Job Title: Non Trade Gardener

Band: 1

Level: 3

<u>Grade 3</u>	
First Aid Certificate (not more than 5 years old)	<input type="checkbox"/>
Certificate in Local Government Foundations Studies – (or 3 years relevant industry experience)	<input type="checkbox"/>
Working knowledge of minor construction and maintenance techniques	<input type="checkbox"/>
Certificate of Competency- Backhoe	<input type="checkbox"/>
Ability to communicate with public	<input type="checkbox"/>
Knowledge of stores issue & ordering procedures	<input type="checkbox"/>
Working knowledge of horticulture	<input type="checkbox"/>
Working knowledge of landscaping	<input type="checkbox"/>
Working knowledge of maintenance and operations of automated irrigation system	<input type="checkbox"/>
Working knowledge of tree lopping	<input type="checkbox"/>
Understanding of sporting field set out	<input type="checkbox"/>
<u>Grade 4</u>	
Ability to calculate and measure quantity of materials	<input type="checkbox"/>
Plant Operation Course (or 5 years relevant industry experience)	<input type="checkbox"/>
<u>Grade 5</u>	
Local Government Operations Certificate 2 (or 5 years relevant industry experience)	<input type="checkbox"/>
Ability to supervise	<input type="checkbox"/>
Appropriate Trade Certificate – 10 years relevant industry experience	<input type="checkbox"/>

SCHEDULE 3

EMPLOYMENT APPLICATION FORM

Non-Trade Gardener

Privacy Statement:

As part of the recruitment process Warren Shire Council will be collecting information about you. This information is private information for the Privacy and Personal Information Protection Act. This information will be included in the recruitment file and accessed by Council Human Resources staff and members of the Recruitment Selection Panel. Applicants may request their information be returned to them at the conclusion of the recruitment process.

Personal Details * Required Fields

First Name*	Last Name*
E-mail*	
Phone*	Mobile
Street Address*	Postal Address*
City, Town, Suburb*	Postcode*
Country*	State*

Questions

<p>1. Please indicate your eligibility to work in Australia*</p> <p>a. Australian/New Zealand Citizen</p> <p>b. Permanent Resident</p> <p>c. Current Visa including Visa Class and duration (expiry date)</p> <p>d. None of the above</p>
<p>2. If you answered Current Visa or None of the above, please provide details of your eligibility to work in Australia including Visa date or issue and any Visa restrictions</p>
<p>3. Have you read and understood the position description and the requirements for the position that you are applying for? *</p> <p>a. Yes</p> <p>b. No</p>
<p>4. Have you ever previously been employed by Warren Shire Council? *</p> <p>a. Yes</p> <p>b. No</p>

5. If you answered Yes to the above question, please provide details of your employment (dates of employment and job/position title) *

6. Please explain your motivation for applying for this position and why you believe you are a suitable candidate*

7. Do you have any trade certificates, university or TAFE certificates or other (traffic control, etc.)? *

- a. Yes
- b. No

8. If you answered Yes to the question above, please outline your qualifications and your experience in relation to this position within Local Government*

Attach certified copies of all relevant documentation to this application*

9. What Class of motor vehicle driving licence do you hold? *

- a. None
- b. Class C
- c. Class LR
- d. Class MR
- e. Class HR
- f. Class HC
- g. Class MC
- h. Other (please explain)

State of Issue:

Expiry Date:

<p>10. Do you hold a SafeWork Construction Induction (White Card) or equivalent? *</p> <p>a. Yes (Number on Card)</p> <p>b. No</p>
<p>11. Have you had experience working in a team environment? *</p> <p>a. Yes</p> <p>b. No</p>
<p>12. If you answered Yes to the above question, please detail your experience including examples*</p>
<p>13. Excellent Time Management, Customer Service, and Conflict Resolution skills are essential in this role. Provide actual examples of your experience of these skills*</p>
<p>14. Equal Employment Opportunity - Please note that providing this information is voluntary, any information you provide will remain confidential and will only be used for the gathering of statistical data.</p> <p>Are you Male or Female?</p> <p>a. Male</p> <p>b. Female</p>
<p>15. Do you identify as Aboriginal or Torres Strait Islander?</p> <p>a. Yes</p> <p>b. No</p>
<p>16. Is English the primary language spoken at home?</p> <p>a. Yes</p> <p>b. No</p>

17. Do you have a disability?

- a. Yes
- b. No

18. If you answered Yes to the question above, please state what support or assistance you require in order to help through the recruitment process.

19. Have you ever been a serving full-time member of the Australian Defence Force, or a reservist on continuous full-time service?

- a. Yes
- b. No