



POSITION DESCRIPTION

Gardener / Arborist

Incumbent:	Vacant
Department:	Infrastructure
Reports to:	Parks and Gardens Supervisor
Supervises/manages:	Nil
Employment Status:	Full Time
Award Classification:	Band 3
Prepared by:	Human Resources Lead
Approved by:	Chief Executive Officer

Position Summary

Working within a team environment, this position is responsible for maintaining and developing Council's parks, gardens and urban and rural tree network, ensuring high standards of presentation, tree health and required clearances across the municipality.

The role undertakes a range of parks and gardens maintenance activities, including basic arboriculture tasks such as tree pruning, inspection and identification of hazards or defects, as directed by the Parks & Gardens Supervisor.

Key Responsibilities

- Maintain and operate plant and equipment for the pruning or removal of rural and urban roadside trees as directed, ensuring public safety, visibility and required clearances.
- Assist with tree maintenance activities, including pruning, removal, basic inspection and identification of tree health issues, hazards and defects in accordance with safe work practices.
- Mow / slash Council properties.
- Install and maintain parks and gardens infrastructure.
- Undertake general gardening duties including mowing, edge trimming, watering, pruning, weeding, spraying of chemicals, litter removal, garden displays, installation and maintenance of irrigation systems.
- Mix horticultural chemical solutions and apply in line with OH&S guidelines.
- Maintain playground soft fall areas and equipment.
- Complete customer requests as required.
- Clean and maintain all Parks & Gardens equipment, reporting any defects or failures.
- Attend meetings and training as required.
- Clearly and accurately complete timesheets.
- Ensure compliance with Council's Risk Management Policy, Risk Management Framework and OH&S Policies.
- Observe all policies and procedures of Council.
- Any other duties as required within the scope of the position.

Accountability & Extent of Authority

- Work under general supervision, accountable for quality, timeliness, and standard of outputs.
- Responsible for the care of assets used.
- May oversee work of others and assist in on-the-job training within the team environment.



POSITION DESCRIPTION

Judgement & Decision Making

- Exercises personal judgement in performing specialised tasks using well-defined procedures.
- Involves selection from various techniques and equipment.
- Guidance and support are generally available from the supervisor.

Management & Skills

- Demonstrate planning and time management skills to ensure timely and high-quality outputs.
- Provides input into job completion and personnel training when required.

Specialist Knowledge & Skills

- Demonstrated competence in operating complex parks and gardens equipment and powered tools.
- Thorough understanding of horticultural chemicals, arboriculture practices, and safety standards for equipment use.
- Ability to effectively identify and manage tree health issues within safety guidelines
- Able to undertake minor mechanical repairs to equipment.

Interpersonal Skills

- Communicate effectively with colleagues, management, and the public to facilitate cooperation and resolve issues.
- Ability to engage and negotiate within the team and community.

Qualifications & Experience

- Possess a Certificate III in Horticulture (or actively working towards it).
- Hold a current Victorian motor car licence and MR (Medium Rigid) licence.
- Show evidence of experience in parks, gardens or similar outdoor maintenance environments.
- Certification in Chemical Handling and basic arboriculture practices preferred.
- Desirable knowledge in operating a variety of heavy machinery and a Level 2 First Aid Certificate.

Position Approval

	Signed	Date
Acknowledged by Employee		
Approved by the HR Business Partner		
Approved by the Chief Executive Officer		