



POSITION DESCRIPTION

Parks and Gardens Officer

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

The Parks and Gardens Officer contributes to the maintenance and presentation of Council's parks, gardens, open spaces and urban and rural tree assets. Working as part of the Parks and Gardens team, the position undertakes a range of horticultural, landscaping and grounds maintenance activities to ensure Council's public spaces are safe, well maintained and presented to a high standard. The role operates under the direction of the Parks & Gardens Supervisor.

Key Responsibilities

- Undertake parks, gardens, open space and streetscape maintenance activities in accordance with Council standards, work programs and service levels.
- Perform horticultural and landscaping tasks including planting, pruning, watering, mulching, weed control, turf maintenance and garden bed establishment and maintenance.
- Assist with the maintenance and care of Council's urban and rural tree assets, including planting, watering, pruning, and general tree maintenance activities as directed.
- Operate and maintain plant, equipment, tools and vehicles associated with parks and gardens maintenance in a safe and efficient manner.
- Assist with the maintenance and repair of open space infrastructure, including irrigation systems, park furniture, fencing, signage and recreational facilities.
- Monitor and report defects, hazards, vandalism, maintenance issues and asset condition matters to the parks and gardens supervisor.
- Contribute to the delivery of seasonal works programs, beautification projects and the ongoing improvement of Council's public open spaces.
- Work collaboratively with team members to deliver quality services and ensure work activities are completed safely, efficiently and to the required standard.
- Provide courteous and professional customer service when interacting with members of the public, contractors, and other stakeholders.
- Use Council's asset and works management systems, including Confirm, to record completed works, report defects, update asset information and support the effective delivery of Council services.
- Maintain regular attendance and actively participate in performance review, feedback, coaching and development discussions to support accountability, continuous improvement and the achievement of role expectations.
- 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.



POSITION DESCRIPTION

Accountability & Extent of Authority

- Accountable for the quality and timely completion of assigned parks, gardens and open space maintenance activities.
- Responsible for the safe operation and routine maintenance of plant, equipment and vehicles utilised in the performance of duties.
- Works under general supervision, applying established work practices, procedures and instructions to achieve required outcomes.
- Responsible for identifying and reporting maintenance issues, hazards, defects and asset condition matters to the appropriate supervisor.
- Decisions made are generally guided by established procedures, with unusual or complex matters referred to the Parks & Gardens Supervisor.

Judgement & Decision Making

- Uses judgement in selecting appropriate work methods, equipment and techniques to undertake assigned tasks.
- Applies practical knowledge and experience to identify and resolve routine operational issues.
- Prioritises daily work activities within established work programs and schedules.
- Guidance and assistance are readily available for non-routine matters or issues outside established procedures.

Management & Skills

- Ability to organise and complete assigned tasks within required timeframes and service standards.
- Ability to work effectively with limited supervision and contribute positively as part of a team.
- Demonstrated ability to use resources, equipment and materials efficiently.
- Commitment to maintaining a safe, clean and productive work environment.

Specialist Knowledge & Skills

- Knowledge of parks and gardens maintenance practices, including horticultural, landscaping and turf management activities.
- Ability to safely operate and maintain a range of plant, equipment, tools and vehicles relevant to the position.
- Understanding of safe work practices, risk management principles and relevant legislative requirements.
- Ability to identify common plant, turf, irrigation, tree and asset maintenance issues and report them appropriately.
- Basic computer and mobile technology skills relevant to recording work activities and utilising Council systems.

Interpersonal Skills

- Ability to work cooperatively and effectively with supervisors, team members and other Council employees.
- Ability to communicate clearly and professionally with members of the public, contractors and stakeholders.
- Demonstrated customer service skills and a willingness to respond courteously to enquiries and requests.
- Ability to follow instructions and contribute positively to team objectives.



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Qualifications & Experience

- Certificate III in Parks and Gardens, Horticulture or a related field, or demonstrated equivalent skills and experience.
- Experience in parks, gardens, open space, landscaping or horticultural maintenance activities.
- Current Victorian Driver Licence.
- Construction Induction (White Card) or willingness to obtain.
- Experience operating plant and equipment relevant to parks and gardens maintenance would be desirable.

Key Selection Criteria

1. Demonstrated experience in parks, gardens, horticultural or open space maintenance, including activities such as planting, pruning, mowing, weed control, irrigation and general landscape maintenance.
2. Ability to safely operate and maintain plant, equipment, tools and vehicles associated with parks and gardens maintenance, together with a commitment to safe work practices and Occupational Health and Safety requirements.
3. Ability to work effectively as part of a team and follow work programs, instructions and procedures to deliver quality outcomes within required timeframes.
4. Well-developed communication and customer service skills, including the ability to interact professionally with members of the public, colleagues and contractors, and accurately record and report maintenance issues, defects and work activities.

Position Approval

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