Position Title: Parks & Gardens Officer  
Incumbent: Vacant  
Employment Status (EFT): Permanent Full Time  
Award Classification: Band 3  
Directorate: Council Services  
Prepared by: People & Culture Officer  
Approved by: Chief Executive Officer

POSITION SUMMARY

This position is responsible for the maintenance and development of Parks and Gardens and other recreational areas throughout the municipality as directed by the Parks & Gardens Supervisor.

The position will also assist in maintaining and developing the Ararat Rural City Council’s urban and rural tree network.

ORGANISATIONAL CULTURE & VALUES

The Ararat Rural City Council is committed to the principles of Best Value through the use of the Business Excellence Framework (BEF). The Business Excellence framework describes an integrated approach to leadership and management that is based on proven practices capable of achieving outstanding success and sustainability.

The Ararat Rural City Council strives to improve its operational performance to ensure the community continues to obtain best value services. Using the BEF has fostered an environment of continuous improvement at the Ararat Rural City Council.

The identification of strengths and opportunities for improvement is one of the critical benefits of using the BEF. Through the use of the Business Excellence categories and learning cycle, the Ararat Rural City Council continues to expand our internal knowledge and capabilities.

Our organisational values guide our behaviour both as individuals and as an organisation. Over time these values will help us to achieve our vision and improve the quality of the services we provide to our community. Our values are:

- Respect – for each other and the wider community;
- Excellence – striving for on-going organisational excellence and professionalism; &
- Passion – for our people, community & services.

All employees of the Ararat Rural City Council are encouraged to work efficiently in the system to complete work as well as working on the system to develop improvements to the way work is performed.
RISK MANAGEMENT

- To participate actively in support of safe work practices and the safety program.
- To protect Council’s property from loss or damage.
- To assist in the identification, reporting and controlling of hazards associated with plant, equipment and work processes.
- Responsibility to take reasonable care for own health and safety and for that of others who may be affected by their work or actions.
- Follow procedures, regulations and systems of work as required in the workplace.
- Ensure approved protective equipment is used and safety clothing is worn as required.
- To assist in the consultative process in the resolution of OH&S issues.
- Report hazards.
- Notify of any incident or accident.

REPORTING & WORKING RELATIONSHIPS

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<tr>
<th>Reports To:</th>
<th>Parks and Gardens Supervisor</th>
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<tr>
<td>Indirect Report:</td>
<td>Coordinator Operational Services</td>
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<tr>
<td>Key External Relationships</td>
<td>Members of the Public</td>
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<td>Key Internal Relationships</td>
<td>Executive Manager Operations &amp; Infrastructure</td>
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<td>Coordinator Maintenance Works</td>
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<td>Inventory &amp; Purchasing Officer</td>
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KEY RESPONSIBILITIES

- Undertake general gardening duties including mowing and raking of grass, trimming edges, watering, pruning, weeding, spraying, picking up litter and planting of new trees, shrubs and flowers.
- Mix poison solutions and apply to weeds.
- Maintain Council’s sprinkler systems
• Mow / slash Council properties.
• Inspect Council’s rural playgrounds monthly and provide a written report.
• Maintain all soft fall areas.
• Report any hazardous conditions identified in municipality, e.g. playground equipment etc.
• Clean and maintain Council equipment, reporting any defects or failures of such equipment.
• Assist with the operation of plant and equipment to maintain Council’s street trees.
• Perform any other duties as reasonably required within competence and licencing requirements.
• Clearly and accurately compile timesheets detailing jobs, hours worked, plant/equipment used and fuel consumption.
• Maintain stores records.
• Install and maintain parks and gardens related infrastructure.
• To observe all policies and procedures of Council.

**KEY ACCOUNTABILITIES AND OUTCOMES**

To maintain and develop Ararat Rural City Council’s rural and urban parks and gardens and other recreational areas as directed.

This position is responsible for delivering on all action items that have been identified within Council’s Corporate Plan that are within the relevant designated area.

**ACCOUNTABILITY & EXTENT OF AUTHORITY**

• Implement accepted procedures to solve problems.
• Perform work under general supervision

**JUDGEMENT & DECISION MAKING**

• Guidance and support are always available.

**SPECIALIST KNOWLEDGE & SKILLS**

• Ability in the use of parks and gardens tools and equipment.
• Knowledge of poisons and their application.
• Knowledge of safety requirements for tree trimming.
• Ability in wood chipper operations and maintenance.
• Able to undertake minor mechanical repairs to equipment.

**MANAGEMENT SKILLS**

• Ability to accurately complete basic administrative tasks, eg. timesheets.

**INTERPERSONAL SKILLS**

• Effective oral and written communication skills are required.

**QUALIFICATIONS & EXPERIENCE**
• A recognised trade qualification in horticulture, landscaping, turf management or similar is desirable but not essential.
• A current Victorian motor car licence and MR (Medium Rigid) licence is desirable.
• Current licence/certification is desirable but not essential in:
  a) Chemical Handling
  b) Operating a front end loader
  c) Operating a skid steer loader
• A Level 2 First Aid Certificate is required.

EQUAL OPPORTUNITY, PRIVACY AND CONFIDENTIALITY

The Ararat Rural City Council offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying of which all employees must support and work within all stated policies and procedures of Council.

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council’s policies and procedures in relation to all items of information they are made aware of.

Both during and after employment with Council, employees must not:

• Communicate confidential or private information to third parties.
• Make use of any information gained through employment at the Council for any purpose other than that associated with their official duties as an officer of the Council.

It is a condition of employment with Council that all employees will work in accordance with all local, state and federal laws as well as the endorsed policies and procedures of Council.

POSITION APPROVAL

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<td>Acknowledged by Employee</td>
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<td>Acknowledged by the Manager</td>
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<td>Approved by the Manager People &amp; Culture</td>
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<td>Approved by the Chief Executive Officer</td>
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