

Gardener/Arborist

Division	Asset Management Services
Portfolio	Field Services
Business Unit	Parks & Arboriculture
Level	ME5
Responsible to	Coordinator Arboriculture

Objectives to the Position

To effectively carry out arboriculture & horticultural maintenance tasks (which may include the operation of hand held tools and arboriculture and horticulture machinery and equipment) which includes the driving of a truck up to 15 tonnes makers capacity.

Key Responsibilities

- May lead a small to medium size work group comprising of no more than 8 workers with equal or lower classification.
- Actively assist the Business Unit to meet the criteria of the Service Level Agreement outputs.
- Ability to deal with customer requests efficiently.
- Ensure proper care and maintenance of plant and equipment used.
- Work as a team member undertaking Arboriculture, horticultural, and general maintenance duties as specified with the Award as required.
- Maintain all equipment and protective clothing issued in appropriate working condition.
- Ability to drive a truck up to 15 tonnes makers capacity.
- General Arboricultural & Horticultural duties e.g. tree & shrub pruning, removal of trees, planting of trees and shrubs, root pruning , herbicide and pesticide use, and litter control
- Minor landscaping, minor irrigation, maintenance and repairs, minor brick paving and preparation, minor bollard installation which may include the elementary interpretation/execution of work from plans.
- Operate a variety of hand held motorised tools as specified within the AWU Award.
- Assist in the induction and training of employees, keeping of relevant records, and the interpretation/execution of work from plans.

- Responsible for accurate manual or computer based records including, but not limited to:
 - Detailed written responses to Customer Tracking Requests and areas relevant to the Service Level Agreement
 - Daily recording of timesheets
 - Daily recording of Plant use sheets
 - Daily recording of information in diaries, and maintenance programs in a number of forms
 - Daily recording of Work Zone Traffic Management
 - Incident & Hazard reporting

- Responsible for the plant and equipment requirements on behalf of the team. This would include:
 - Ensuring all plant has SOP/SWP in conjunction with C.C.S OHS&W. Policy and procedures
 - Liaison with Fleet Manager/workshop on plant related matters
 - Review plant usage in conjunction with Team Leader Fleet Services and Coordinator of Arboriculture
 - Ensure all plant damage is reported to your WGL & Fleet in a prompt manner

- Actively contribute to the development of our Cultural Change Program – “Quest for Blue” (internal employees go to the Mine: Corporate Information/Organisational Development/Quest for Blue – Cultural Change Overview; external go to www.charlessturt.sa.gov.au/Employment/EmployeeBenefits/OurBlueCulture).
- To contribute actively to organisational and team customer service initiatives such as the Good to GREAT Continuous Improvement Module (internal employees go to the Mine: Good to GREAT/Continuous Improvement Module/Good to GREAT Continuous Improvement Module)
- Follow defined occupational health and safety legislation, policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Follow defined information management practices, policies and procedures for all records created and received.
- Responsible for and actively involved in identifying and managing risk in day to day activities and projects.
- Promote and maintain a child safe environment and take action as per Council's Child Safe Environment Policy.

Key Personal Attributes

1. Skills (*including personal attributes*)

- Effective written and verbal communication skills.
- Ability to work without direct supervision and lead a team up to 8 persons with equal or lower classifications.
- Ability to recognise common plants, pest and diseases and action appropriately.
- Ability to drive a truck up to 15 tonnes capacity.
- Ability to operate plant and equipment as described in up to and including ME5 level.
- Demonstrated understanding and enthusiasm for the direction of the City and the Organisation.
- Demonstrated behaviour consistent with the corporate values.

2. Knowledge

- Broad understanding of the Occupational Health, Safety and Welfare Act and its obligations on employees.
- Sound practical knowledge of general Arboriculture & Horticultural duties.
- Sound knowledge of required plant and equipment.
- Sound knowledge of plant identification, suitability and use.

3. Experience

- Experience as an Arborist and general gardener.
- Experience in the operation of hand held motorised tools and arboricultural plant and equipment.
- Experience in basic mechanical repairs would be an advantage.
- Proven experience in effectively leading a work team and the ability to follow work programs to meet the desired outcomes.

4. Qualifications

- Arboricultural/Horticultural Trade Certificate or equivalent is essential.
- A current First Aid Certificate.
- Current MR Truck licence is essential.
- Elevated Work Platform licence is desired.
- Workzone Traffic management is desired.

Manager's Signature: _____

Name: _____ **Date:** _____ / _____ / _____

Current Incumbent's Signature: _____

Name: _____ **Date:** _____ / _____ / _____