

POSITION TITLE	Horticulture - Apprentice	
GROUP / DEPARTMENT	Infrastructure / Facilities & Open Spaces	
REPORTING TO	Supervisor Parks & Gardens	
DIRECT REPORTS	Nil	
EMPLOYMENT BASIS	Full Time (76 hour fortnight) 4 year fixed term Local Government State Award	
BAND/LEVEL	Band 1 Level 1	
GRADE	Grade 1	
APPROVED BY	CEO	Date
EMPLOYEE	Name:	
	Signature:	Date:

POSITION PURPOSE

The Apprentice Horticulturalist assists with parks and gardens and recreational area work whilst undertaking the on-the-job training component of a traineeship and learning horticultural skills in the Local Government environment.

LINKS (INTERNAL)

- Parks & Gardens Team
- Council staff

LINKS (EXTERNAL)

- General Public
- Contractors

KEY DUTIES AND RESPONSIBILITIES

- Assist works undertaken by the Parks and Gardens and Facilities and Open Spaces Team.
- Demonstrate willingness to learn and ensure safe operation and maintenance of small motorised garden equipment such as, a hedger, brush cutter, push and ride-on mowers and all other hand tools used for garden maintenance
- Attend off-the-job structured training as required by the Training Agreement for the Traineeship, and other short courses as identified.
- Carry out a variety of manual tasks associated with irrigation installation and maintenance. Being observant of surroundings for irrigation faults and communicating back to the Supervisor
- Assist with street tree planting maintenance program.
- Deliver quality customer service to both external and internal customers.
- To actively participate in ongoing training and self-development to achieve continuous improvement for yourself and council, including the completion of the trainee qualification.
- Report to Team Leader Parks and Gardens on any problems encountered in carrying out duties.
- Store and maintain corporate records in Council's Electronic Document and Records Management System (EDRMS) in accordance with relevant policies, procedures and the State Records Act.
- Demonstrate and adhere to the principles of conduct and standards of behaviour as defined within the Code of Conduct.

- Other duties and responsibilities as directed within skills and abilities of the individual.

SELECTION CRITERIA

Essential

- Eligibility for Australian Apprenticeship registration in accordance with the Training Services NSW requirements.
- Demonstrated genuine interest in a horticultural trade
- Demonstrated ability to work effectively in a team environment
- Commitment to ongoing training and personal development.
- Excellent customer service approach
- Ability to undertake heavy manual work and willingness to work out of doors in all weather conditions.
- Strong attention to detail and ability to problem solve
- Basic computer and information technology skills.
- Demonstrated ability to undertake duties in a manner consistent with a culture of customer service excellence and Council's values – Leadership, Excellence, Accountability and Delivery.
- Current Drivers Licence or the ability to obtain.
- WHS Construction Induction Certificate (White Card).

Desirable

- Understanding of the role, procedures, and functions of local government.

COUNCIL RESPONSIBILITIES

Council Values

Edward River Council has adopted a set of values which were developed through a consultative process involving staff across the whole organisation.

All Council employees are expected to demonstrate our corporate values when undertaking their roles and making decisions that impact our customers and community:

- **Leadership** – We seek to provide strong leadership for our community and customers. We lead with empathy and integrity.
- **Excellence** – We strive for excellence and continuous improvement: in who we are, in how we work, and in how we deliver results for our community.
- **Accountability** – We are open, honest and transparent in how we do business, the decisions we make and the actions we take.
- **Delivery** – we are committed to delivering results to our community and outstanding service to our customers.

Work Health & Safety

All Edward River Council employees have a responsibility to behave in a manner which ensures that their actions or omissions do not adversely affect the environment or health & safety and wellbeing of Council employees, contractors or members of the public. Council employees must:

- Comply with Council's Work Health & Safety policies, procedures and programs;
- Participate in any training and safety initiatives implemented by the Council;
- Comply with all safety directives and work instructions; and
- Must immediately report any incident or potential hazard to their supervisor.

EEO & Diversity

Council is committed to a workplace that is fair and inclusive and to building a workforce which embraces these principles and reflects the diversity of the Edward River community.