POSITION DESCRIPTION
Horticulture Trainee

Department:	Assets & Operations
Reports to:	Maintenance Supervisor
Direct reports:	Nil
Classification level:	Applicable Training Wage

Our Place
Northern Areas is approximately 200 kilometres north of Adelaide on the ancestral lands of the Ngadjuri and Nukunu people. We enjoy stunning landscapes that provide a backdrop to historic towns, vibrant communities and important farming enterprises. Our towns and settlements offer a range of lifestyle choices and opportunities for shopping, recreation, health and education.

Our Vision
Our connected and inclusive community enjoys the best of both worlds: vibrant, active towns and peaceful, productive rural lifestyles. Our quality infrastructure and clean, green and well-maintained spaces promote liveability and community pride. Council and the community are working hand-in-hand as we celebrate our rich heritage and look towards a promising future.
A place to enjoy. A place to thrive. The place to be.

Our Team
Our team aims to deliver exceptional customer experiences while working together to create a safe and supportive work environment. We are an equal opportunity employer, providing flexible work arrangements and training and development opportunities to support our employees to be the best they can be.

Our Values
Northern Areas Council staff are committed to the following values:
- Accountability
- Communication
- Community
- Respect
- Teamwork

Position objective
To learn the wide range of Council functions within the Maintenance Team, including operation and maintenance of Council plant and equipment.

Carry out horticultural and other general labouring duties in a safe, efficient and effective manner as part of the maintenance of parks, gardens, roads and streets throughout the Council region.

Complete required training with a Registered Training provider to a satisfactory level in the timeframes allocated.

This Position Description describes the types of duties Council expects from this role. You may be required to carry out other duties for which you are skilled and competent.

Parks & Gardens	Under supervision and direction use Council plant & equipment to maintenance of Councils parks, gardens, recreational areas, reserves, roadsides, streetscapes, and cemeteries.
Road & footpaths	Assist in the maintenance and repair of Councils roads, footpaths and associated signs and drainage.
Customers and Community	Deliver exceptional customer experiences while working together to create a safe and supportive work environment
Plant & Equipment	Operate and maintain plant and equipment as required to safely carry out maintenance duties.
Work Health & Safety	Practice a 'Safety First' approach. Ensure compliance with Council's Work Health and Safety policies, procedures and practices as well as statutory WHS requirements

Signature of employee	Date:
Signature of relevant manager	Date:

Position accountabilities

Technical	• Maintenance of parks and gardens, recreation reserves, cemeteries, and town streetscapes under the broad supervision of the Maintenance Supervisor. • Mowing of streets and parks and gardens and slashing roadsides and broad acres when required. • Operate ride on mowers and hand held equipment. • Tree trimming. • Maintenance of watering systems. • Operate and maintain relevant plant and equipment as directed. • Assist with maintenance and repairs to roads and footpaths, and associated signs and drainage. • Other street maintenance such as garbage collection, sweeping, and dead animal removal. • Ensure all plant and equipment is returned to the depot or other designated areas for safe night storage after use. • Ensure daily routine checklist of equipment used is completed and that daily routine maintenance of equipment is carried out. • Undertake site Work Zone Traffic Management (WZTM) as required. • Record accurately work related activities on a daily timesheet and submit to manager for approval. • Completion of SWMS and WZTM for work activities. • Maintenance and erection of traffic control devices.
Behavioural	• Adhere to the Behavioral Standards for employees. • Work with other employees to promote a positive work environment for all. • Deliver excellent internal and external customer service. • Be open and accountable to the community in all of our operations.
Work Health & Safety	• Take reasonable care for the health and safety of yourself and others at work. • Understand the 'Safety First Commitment' that forms part of this position description and to which all employees will be held accountable.
Governance & Risk	• Ensure compliance with all Council policies. • Ensure all relevant records relating to the position are kept in line with Council's records policy, procedures and standards. • Identify, report and record general risks and support implementation of controls, where relevant. • Maintain proper use of Council's records management system.

Selection criteria

Skills & Experience	• Reliable and self motivated person	Essential
	• Physicall mobile and able to carry our manual duties such as digging, raking, mowing, brush cutting, chainsaw cutting, tree/shrub pruning, barrowing, working on uneven surfaces etc.	Essential
	• Able to read and interpret written instructions.	Essential
	• Able to complete forms and check lists legibly.	Essential
	• Ability to understand and carry out instructions for the job.	Essential
Personal Attributes	Demonstrates a high level of interpersonal skills and work ethics, including; • Co-operative person able to complete allocated tasks as part of a team. • Respectful of team members within and across council and the general public. • A continuous improvement ethic. • Courteous and considerate to others.	Essential
Qualifications	• Willingness to complete study of Certificate III in Horticulture without supervision.	Essential
	• Willingness to obtain Work Zone Traffic Management qualification.	Essential
	• Willingness to obtain tickets/licences in relevant plant and equipment.	Essential
	• Current Drivers Licence.	Essential

My Safety First Commitment

All employees have legislated responsibilities in relation to Work Health and Safety (WHS). The following are mandatory accountabilities:

- Protect your own health and safety while at work
- Take reasonable care that your actions or lack of action does not adversely affect others – including workmates, contractors, volunteers or community members at risk
- Ensure you follow all induction, training and plant / equipment instructions
- Follow all reasonable (safe) directions by your immediate supervisor
- Operate plant and machinery in line with correct policies, procedures and training
- Do not undertake work if you are not confident that you can do the task safely
- Stop work if you are aware of a safety issue – immediately report it to your supervisor
- Actively support WHS consultation by reviewing and providing feedback on relevant documents such as policies and procedures
- Comply with all policies, procedures and instructions relating to health and safety
- Wear all required PPE
- Do not take drugs or consume alcohol before or at work – refer to the Drug & Alcohol Policy and Procedure
- Keep your work area free of hazards – and report hazards or incidents as soon as possible
- Do not interfere with, change or remove any safeguard, safety device or personal protection equipment (PPE) - except when part of an approved maintenance, repair or emergency procedure
- Assist incident investigators or workplace inspectors as required