



Gardener Operator  
PRA 20/26

# Gardener Operator

## PRA 20/26 Permanent, Full Time

### The Position:

An excellent opportunity has arisen for a dynamic and experienced candidate to join the Shire of Broome in the role of Gardener Operator. This position will report to the Streetscape Supervisor.

The Gardener Operator will be responsible for participating in the effective maintenance of Parks, Reserves and Streetscapes with the Shire of Broome. The day to day operations of work will include undertaking the maintenance and improvement of the parks, reserves, verges, public open space, drainage, streetscapes and associated assets within the Shire of Broome as well as providing weed control, pest management and community education services.

A full job description is contained within this Job Application for those suitably qualified candidates looking to apply and join the dynamic team here at the Shire of Broome.

### The Person We Seek:

The desirable candidate will be enthusiastic, self motivated and have an ability to work in a team environment and be prepared to work outdoors in the tropical Broome climate. The ideal candidate will have a background knowledge in parks, reserves & garden maintenance. Horticultural knowledge of local plants, pests and weeds would also be an advantage.

Experience in the horticultural industry and/or a horticultural qualification will be highly regarded.

### What the Shire of Broome Offers:

Broome is one of the most stunning places in Australia. It has magnificent beaches and a natural environment that boasts desirable lifestyles, active and dynamic cultural, social and sporting scenes, with all the features and benefits of a small city.

The Shire of Broome offers attractive remuneration including superannuation benefits of up to 21.5%, professional development and salary sacrifice options.

For more information on salary and employment conditions please refer to the Shire of Broome employment page <http://www.broome.wa.gov.au/Home> and view the Job Application Pack.

## How to Apply:

Completed Job Applications are to be submitted through Shire's website at <http://www.broome.wa.gov.au/Home>

For more information contact Human Resources on 08 9191 3456 or email to [hr@broome.wa.gov.au](mailto:hr@broome.wa.gov.au).

For more information on Broome visit: <http://www.youtube.com/watch?v=QomGobdAv9o> and <https://vimeo.com/125221394>.

## Application Deadline:

Applications for this position are to quote **PRA-20/26** and are to be received no later than **4:00 pm Thursday, 1 October 2020**.

## Position Details

### Gardener Operator

Thank you for your enquiry regarding our position advertised. To apply for this position, include all the following attachments with a copy of your resume:

1. **A Cover Letter** introducing yourself and explaining why you are applying for this position.
2. **Key Selection Criteria**, located on the last page of the Position Description contained within this Job Application package. For further information please see 'Hints for Key Selection Criteria'.
3. **A current resume** with the details of your previous work history, qualifications, and other competencies including knowledge, skills and abilities you think are relevant to the position.
4. **Professional referees**: A minimum of two referees must be obtained from direct reports, being either a supervisor or manager responsible for overseeing the day to day performance of the candidate from the last two employers. The Shire reserves the right to request up to a maximum of two additional reference checks if required.

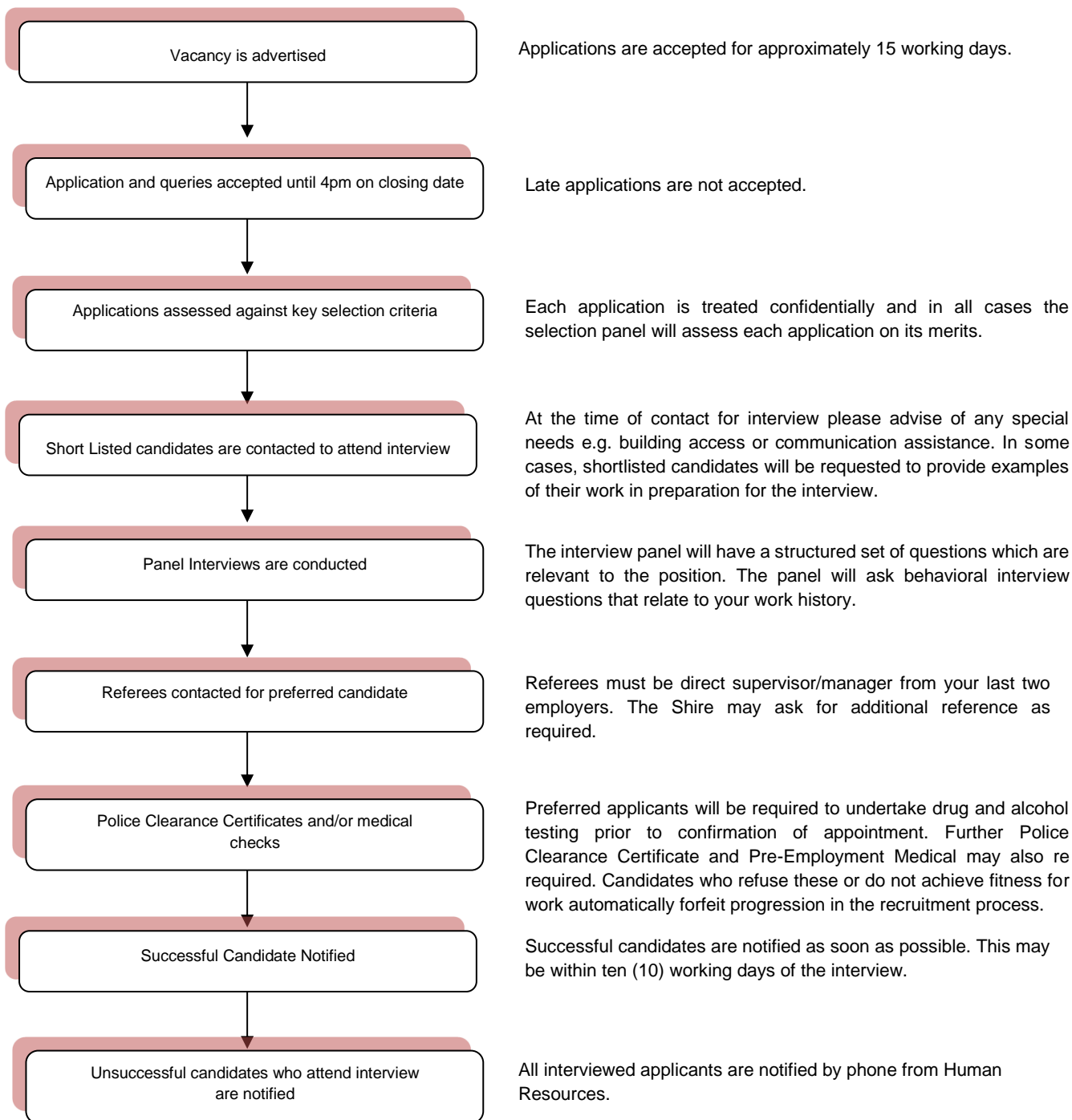
## Hints for Key Selection Criteria:

To be considered for an interview, your application must address the Key Selection Criteria. There is no right or wrong way to format your written application however the purpose of the Key Selection Criteria is to identify how well your knowledge, skills and abilities relate to the position. Write your application to address each key selection criteria detailing how your previous employment and qualifications are suitable to the role.

The following information is a guideline to the type of information required in your detailed response:

- Each key selection criteria should comprise of two or three paragraphs to support the details contained in your resume.
- Only include relevant information to reduce non- essential information. Be clear and concise.

## The Recruitment/Selection Process



**Please note due to the high volume of applications received, only applicants short-listed for interview will be contacted by the Human Resources team. To those applicants not shortlisted, we extend our appreciation for considering The Shire of Broome as a potential employer.**

**Please Note: Canvassing of Councillors will disqualify. Where required, the successful applicant is required to provide evidence of all claimed qualifications prior to commencing employment.**

## Annual Remuneration Package

Salary Level: 3.1 (Depot Operations)	\$61,499
Broome Allowance:	\$11,196
Industry Allowance	\$1,391
Utilities Assistance	\$1,622
<b>Cash component:</b>	<b>\$75,708</b>
Super: 9.5%	\$7,192
<b>Total Package Value:</b>	<b>\$82,900</b>

### Industrial Agreement:

Employment conditions are in accordance with the Shire of Broome Outside Staff Enterprise Bargaining Agreement.

### Other Assistance/Allowances:

Additional Assistance and Allowances are extra cash benefits paid to employees in addition to their salary level and forms part of your standard fortnight salary.

### Salary Sacrifice Package:

The Shire offers individualised Salary Sacrificing arrangements available through the Salary Packaging Guide.

### Hours of Work:

This position is required to work on average 80 hours over a nine day fortnight. The current operating hours are 6:30am to 4:00pm, ordinary hours do not exceed 80 hours per Monday to Friday.

### Overtime:

No overtime is payable unless you have prior approval, authorised in writing, from your Manager.

### Annual Leave:

Employees will be entitled to six weeks (30 days) annual leave after twelve months continuous service. In addition, a 17.5% loading is paid after twelve months service on four (4) weeks both in proportion to the hours worked.

### Personal Leave:

You will be entitled up to fifteen (15) Personal / Carer's leave days per year.

### Long Service Leave:

Thirteen (13) weeks after ten (10) years continuous Local Government service, transferable between Local Authorities in Western Australia.

### Uniform Policy:

Employees are currently provided with a uniform in accordance with the Shire of Broome Outside Staff Enterprise Agreement.

### Superannuation:

Superannuation Guarantee: Council currently contributes 9.5% of fortnightly salary.

Additional contributions (optional):

Council currently contributes up to an additional 6% (to a total of 15.5%) of fortnightly salary when an employee contributes a minimum of 6% of their fortnightly salary. If this option is taken, there is 21.5% contributed to the employee's Superannuation account; 15.5% from the Employer and 6% from the employee.

**Probationary Period:**

A three-month probationary period is applicable to this position. At the successful completion of this period your continuity will be recommended to the Chief Executive Officer for confirmation. The period of probation can be extended for an additional period of no greater than three months.

**Performance Appraisal:**

Appraisals are undertaken annually by the Supervisor/Manager.

**Pre- Employment Medical:**

The preferred applicant for this position will be asked to complete a medical questionnaire and undertake a pre-employment medical examination prior to an offer of employment being confirmed. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to the examination and costs are paid for by the Shire of Broome. Preexisting illnesses will not exclude potential candidates from the recruitment process. For more information please see a Human Resources Officer at the Shire of Broome.

**Code of Conduct:**

Ensure professional conduct is of the highest standard in accordance with Council's Code of Conduct and policies as adopted and modified from time to time.

# Position Description

<b>Position Title:</b>	Gardener Operator
<b>Classification:</b>	Level 3 (Depot Operations)
<b>Agreement:</b>	The Shire of Broome Outside Enterprise Agreement 2016
<b>Department:</b>	Parks and Gardens
<b>Location:</b>	Shire Operations - Depot
<b>Date reviewed:</b>	September 2020
<b>Approved by:</b>	Manager Works

## Commitment to the Shire

### **Our Vision for the Shire of Broome:**

A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our unique natural and built environment.

### **Our Mission:**

To deliver affordable and quality Local Government services.

### **Our Values are:**

*Communication:* Actively consult, engage and communicate with, and on behalf of the community

*Integrity:* Be honest, equitable and ethical in all our dealings.

*Respect:* Recognise and respect the individual and unique requirements of all people, cultures and groups.

*Innovation* Drive change through leadership and energy.

*Transparency:* Be open and accountable in all our activities.

*Courtesy:* Provide courteous service and helpful solutions.

*Code of Conduct:* For Council Members, Committee & Working Group Members and Employees (as amended)

## Position Objectives

The Gardener Operator role involves participating in the effective maintenance of Parks, Reserves and streetscapes within the Shire of Broome.

Day to day operations of work includes undertaking the maintenance and improvement of the parks, reserves, verges, public open space, drainage, streetscapes and associated assets within the Shire of Broome as well as providing weed control, pest management and community education services.

## Position Key Responsibilities

### **Key Focus of this position:**

- Follow work programs as directed by the Parks Supervisors
- Undertake the maintenance and improvement of the Shire of Broome's parks, reserves, verges, public open space, drainage, streetscapes and associated assets as directed by Parks Supervisors
- Report faults and damage observed on Shire assets to Parks Supervisors
- Diagnose and perform basic repairs to irrigation systems
- Basic understanding of horticultural techniques, principals and procedures.
- Operate and maintain plant and equipment in accordance with safety and maintenance instructions and standards
- Use and apply agricultural chemicals as directed in a safe manner adhering to safety precautions
- Maintain playground equipment, park furniture and other infrastructure and assets as directed
- Provide excellent customer service to internal and external customers
- Display OSH awareness within the workplace and follow all Shire of Broome Policies and Procedures
- **Rubbish collection throughout the shires parks and reserves garden beds as required**
- Any other duties across Council operations as required by Council, within skillset.

### **Corporate / Customer Interface**

- Treat all public and staff members in a courteous and respectful manner to ensure public relationships are maintained to a high level of professionalism
- Ensure all public enquiries are responded to in a courteous and effective manner and / or directed to Supervisors/Managers when deemed necessary

## Organisational Responsibilities

### **Human Resource Management**

- When required, relieve positions within the department during periods of absence.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Undertake other activities including undergoing training and development as required for execution of the role.



- Ensure Annual Performance Review is completed on time and within the bounds of the Shire Performance Review Policy.

### **Occupational Health & Safety**

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and code of practice
- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not willfully place at risk the health or safety of any person in the workplace
- Ensure safety is an agenda item at meetings
- Attendance at OSH Committee if requested.
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Participate in incident investigations

### **Compliance**

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

### **Organisational:**

- Contributes to the achievements of the Directorate generally.
- Participate and contribute to Technical Advisory Groups and other Shire committees.
- To undertake other special projects within skill base and qualifications when required.

## Organisational Relationship/Context

<b>Reports to:</b>	Parks Supervisors
<b>Supervises:</b>	N/A
<b>Internal Contacts</b>	All staff
<b>External Contacts:</b>	Ratepayers Members of the public
<b>Performance Review:</b>	Probation period – first three months of employment Performance Appraisal conducted annually

## **Key Selection Criteria**

### **Essential:**

- Experience working in gardening and/or outdoors
- Ability to work to a schedule
- Ability to operate and maintain horticultural machinery and equipment
- Knowledge and experience in identification and **maintenance** of local flora
- Knowledge of Occupational Safety and Health regulations
- Ability to work overtime when required
- Good physical fitness to perform in an outdoor environment
- Knowledge of local area
- Good verbal communication skills

### **Qualifications and/or Training:**

- White Card (Basic Construction Industry Induction)
- Current First Aid Certificate
- MR Class Drivers Licence

### **Desirable:**

- HR Class drivers licence
- Horticultural qualifications or working towards qualifications
- Basic Traffic Management
- Current First Aid Certificate
- Knowledge of Shire of Broome policies and procedures
- Experience working with Reticulation Systems