

GARDENER OPERATOR

Gardener Operator

Classification:	Level 3 (Depot Operations)
Agreement:	The Shire of Broome Outside Staff Enterprise Agreement
Department:	Parks and Gardens
Directorate:	Infrastructure
Location:	Depot
Date reviewed:	March 2022
Approved by:	Director Infrastructure Services

Commitment to the Shire

Our Vision for the Shire of Broome

A future, for everyone.

Our Aspirations

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

Our Values

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive for Everyone</i>	Proactive, forward thinking, open-minded and innovative. for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

Position Purposes and 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 and Duties

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
- 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 absences.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.

- 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.
- To undertake special projects within skill base and qualifications when required.

Organisational Relationship/Context

Reports to:	Parks Supervisors
Supervises:	N/A
Internal Contacts:	Manager Works Parks Coordinator Parks Staff Other departmental staff within the Shire
External Contacts:	Ratepayers Members of the public
Performance Review:	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 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