

## POSITION DESCRIPTION

POSITION TITLE	Horticultural Labourer - Horticulture
DIRECTORATE - SECTION	Asset Services – Parks & Environment
LEVEL - EBA	4 - Operational
RESPONSIBLE TO	Team Leader Horticulture

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

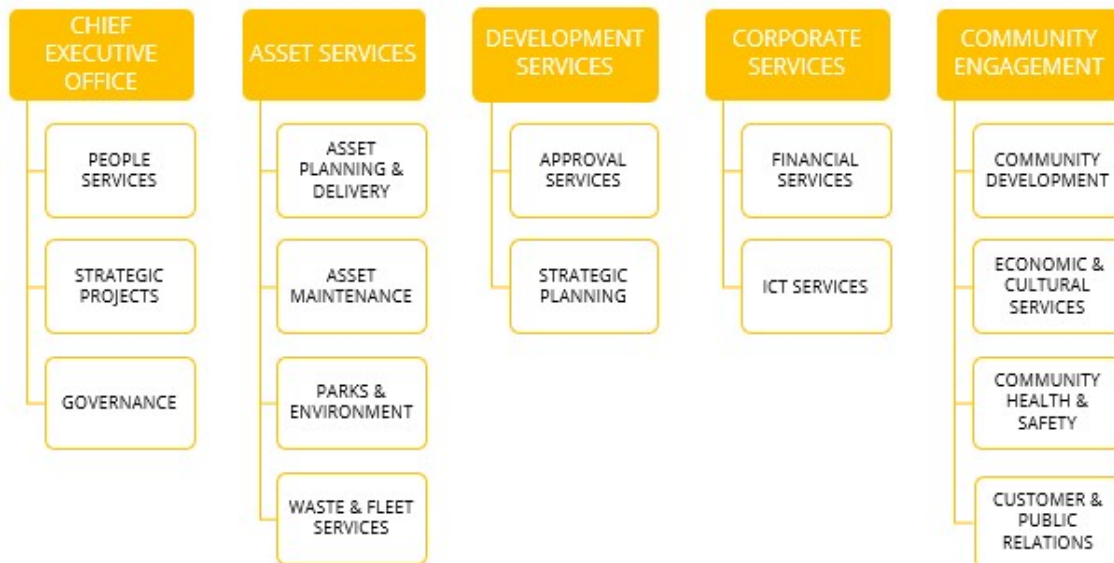
### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

### OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

To provide high quality horticultural maintenance of the City's recreational and public areas by applying horticultural best practice and undertaking safe work practices to assist the team to achieve its targets.

## KEY RESULT AREAS

### HORTICULTURAL SERVICES

- Maintenance of parkland, streetscapes and landscaped areas around buildings in accordance with works schedules.
- Undertake other works as directed by the team leader and supervisor.
- Chemical handling, application and operation of horticultural machinery.

### OPERATIONAL SUPPORT

- Be punctual, undertake pre-start checks, and complete timecards and works records as directed.
- Participate in inductions.
- Responsible for maintenance of plant and equipment.

### CUSTOMER SUPPORT

- Present and maintain a positive image of the City to the community and respond in a timely and polite manner to customer queries.

### ETHICAL BEHAVIOUR & COMPETENCY

- Effectiveness of the role will require skills in problem solving as well as excellent skills in communication.
- Ensuring staff are lead through effective planning tools, and difficulties arising within the team are swiftly dealt with, to maintain a culture of high performance.

### WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

### WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

## TRAINING/QUALIFICATION(S)

- White Card (or General Construction Induction card)
- Hazard identification, control and working safely
- Small and heavy plant equipment tickets as appropriate
- Chemical handling and application
- Certificate in Horticulture (desirable)
- Basic Traffic Management (desirable)
- MR driver's licence and truck driving experience (desirable)

## ESSENTIAL KNOWLEDGE/SKILLS CRITERIA

- The use of horticultural equipment
- Work Health and Safety Laws
- Working under traffic conditions
- Working knowledge relevant to operational area
- Multi skilled in the use of horticultural plant and equipment, including:
  - Ride on and walk behind mowers
  - Brush cutters
  - Landscaping hand tools
  - Chemical handling and application
- Sound knowledge of safe operation procedures and maintenance of tools and equipment
- Understanding of how to complete Job Safety Analysis forms
- Sound knowledge of traffic management and advisory sign requirements for working in road environments
- Ability to complete designated tasks within set time frames
- Sound literacy and numeracy skills
- Good communication skills
- Ability to present a professional attitude to residents
- Working well in a team as well as an ability to work independently and unsupervised

## PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Constant, repetitive walking, squatting, kneeling, bending, standing, and negotiating uneven ground & level surfaces.
- Intermittent sitting (during driving) & standing/bending/trunk rotation.
- Climbing in & out of vehicles, steps, and ladders; accessing toolboxes and back of vehicle for equipment
- Carrying materials, objects, and equipment up to 20kgs.
- Manual dexterity needed for fitting reticulation equipment and fittings.

- Digging and preparation of sites for reticulation services
- Loading, reaching and preparing vehicle for daily activities.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.

## **DIVERSITY**

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## **DRIVERS LICENCE**

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## **AGILITY**

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY: Manager Parks & Environment  
DATE PD REVIEWED/APPROVED: 24 November 2023

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