



Shire of  
**BODDINGTON**  
*Flowing with Natural Beauty*

SHIRE OF BODDINGTON

GARDENER / GENERAL WORKS

POSITION DESCRIPTION

SHIRE OF BODDINGTON

Position Description

1. POSITION TITLE

Gardener / Plant Operator

2 DEPARTMENT

Outside works crew.

3. SALARY & CONDITIONS

Salary and Conditions as per the MEU (WA) Award 2011 (Dependent upon qualifications and experience)

4. ORGANISATIONAL RELATIONSHIP

Responsible to:  
Manager Works and Services  
Chief Executive Officer

5. KEY DUTIES/RESPONSIBILITIES

Key Tasks/Responsibilities	Performance Indicators	Performance Standard
<b>Gardening</b>		
Daily litter control including removal of rubbish from all street bins	<ul style="list-style-type: none"><li>No. of complaints</li></ul>	<ul style="list-style-type: none"><li>All street bins regularly emptied</li><li>Litter controlled effectively</li></ul>
Slashing of blocks and rugged areas	<ul style="list-style-type: none"><li>No. of complaints</li><li>Quality of work</li></ul>	<ul style="list-style-type: none"><li>Blocks and rugged areas slashed regularly to control vegetation growth</li></ul>
Mowing, gardening and other maintenance of the town ovals, Council's parks, gardens, reserves, street verges, footpaths and laneways.	<ul style="list-style-type: none"><li>No. of complaints</li><li>Quality of work</li></ul>	<ul style="list-style-type: none"><li>Mowing, gardening and other maintenance work is completed regularly and to a high standard</li></ul>

Key Tasks/Responsibilities	Performance Indicators	Performance Standard
Pruning and maintenance of all street trees and shrubs.	<ul style="list-style-type: none"> <li>No. of complaints</li> <li>Quality of work</li> </ul>	<ul style="list-style-type: none"> <li>Pruning and maintenance of street trees and shrubs is completed regularly and to a high standard</li> </ul>
Cemetery maintenance (mowing, watering, etc).	<ul style="list-style-type: none"> <li>No. of complaints</li> <li>Quality of work</li> </ul>	<ul style="list-style-type: none"> <li>Cemetery maintenance is completed regularly and to a high standard</li> </ul>
<b>Operating Plant</b>		
Assist with other work such as concreting footpaths, private works, tree lopping, rubbish removal, carting of non-road making materials as required.	<ul style="list-style-type: none"> <li>No. of complaints</li> <li>Timeliness</li> <li>Quality of work</li> </ul>	<ul style="list-style-type: none"> <li>Works are completed in a timely manner and to a high standard</li> </ul>
Maintenance of all items of plant and equipment used.	<ul style="list-style-type: none"> <li>No. of plant and equipment that need replacing or fixing</li> </ul>	<ul style="list-style-type: none"> <li>Plant and equipment are maintained to a high standard</li> </ul>
Operate the equipment in a responsible manner and to observe safety standards to ensure his/her colleagues or members of the public are not threatened by careless acts.	<ul style="list-style-type: none"> <li>No. of accidents, incidents and hazards reported</li> </ul>	<ul style="list-style-type: none"> <li>Tasks are carried out in a safe manner</li> </ul>
<b>Occupational Safety and Health</b>		
Comply with the Shire's Occupational Safety and Health Policy and Procedures and Work Injury Management Program	<ul style="list-style-type: none"> <li>No. of accidents, incident and hazards reported</li> </ul>	<ul style="list-style-type: none"> <li>Tasks are carried out in a safe manner</li> </ul>
Actively participate in the Shire's risk management program, performance review and continuous improvement program	<ul style="list-style-type: none"> <li>No. of accidents, incident and hazards reported</li> </ul>	<ul style="list-style-type: none"> <li>Tasks are carried out in a safe manner</li> </ul>
Conform with duty of care requirements, ensuring your own safety and that of others through the prevention of any adverse acts or omissions	<ul style="list-style-type: none"> <li>No. of accidents, incident and hazards reported</li> </ul>	<ul style="list-style-type: none"> <li>Tasks are carried out in a safe manner</li> </ul>

Key Tasks/Responsibilities	Performance Indicators	Performance Standard
Comply with safety procedures and directions agreed between management and employees	<ul style="list-style-type: none"> <li>No. of accidents, incident and hazards reported</li> </ul>	<ul style="list-style-type: none"> <li>Tasks are carried out in a safe manner</li> </ul>
Not wilfully interfere with or misuse items or facilities provided in the interests on safety and health	<ul style="list-style-type: none"> <li>No. of items, equipment and facilities that need replacing or fixing</li> </ul>	<ul style="list-style-type: none"> <li>Items, equipment and facilities are maintained so that they are available to be used as required</li> </ul>
Use, store and maintain items, equipment and facilities provided in the interests of safety and health in manner properly instructed	<ul style="list-style-type: none"> <li>No. of items, equipment and facilities that need replacing or fixing</li> </ul>	<ul style="list-style-type: none"> <li>Items, equipment and facilities are maintained so that they are available to be used as required</li> </ul>
Report potential and actual hazards and accidents/incidents, including near misses, in accordance with Shire procedures	<ul style="list-style-type: none"> <li>No. of accidents, incident and hazards reported</li> <li>Timeliness</li> </ul>	<ul style="list-style-type: none"> <li>Tasks are carried out in a safe manner</li> <li>All accidents, incidents and hazards, including near misses, are reported promptly in accordance with procedures</li> </ul>
Cooperate with the employer in the carrying out of their safety and health obligations under legislation	<ul style="list-style-type: none"> <li>No. of accidents, incident and hazards reported</li> </ul>	<ul style="list-style-type: none"> <li>Tasks are carried out in a safe manner</li> </ul>

## 9. EXTENT OF AUTHORITY

Will work with limited supervision, however, work outcomes will be regularly monitored by the Manager Works and Services.

## 10. REQUIREMENTS FOR THE POSITION

### Essential

- Possess a current WA C Class motor vehicle driving license.
- Enjoy outdoor work and prepared to work in all weather conditions.
- Public relation skills.
- Ability to read and write
- Reliable and able to work within a small team
- Possess a Safety Awareness Card / Construction White Card
- Demonstrated ability to operate and maintain Council's plant and equipment
- Possess a current Federal Police Clearance

**Desirable**

- Experience with Horticultural activities, particularly parks and garden maintenance is highly desirable.
- Possess a current WA HR driver's license
- Knowledge of pesticides, particularly herbicides.
- Knowledge of Local Government procedures.
- Traffic management accreditation.
- Experience in road construction and road maintenance.
- Experience in plant maintenance.
- Ability to plan and implement parks and gardens maintenance programs.

**11. DAILY DUTIES**

A list of daily duties will be provided upon commencement of the position.

**Accepted**

\_\_\_\_\_ Dated \_\_\_\_\_  
Employee

\_\_\_\_\_ Dated \_\_\_\_\_  
Approved by Manager Works & Services

Reviewed By \_\_\_\_\_ Dated \_\_\_\_\_