

POSITION DESCRIPTION	
Title:	Apprentice Gardener
Group:	Services
Reports to:	Gardener
Supervisor:	Parks Supervisor
Grade:	T1 – T4
Position Allowances:	Nil
Hours:	38 hours per week
Number of Direct Reports:	Nil
Number of Indirect Reports:	Nil
Vehicle:	No
Position Code:	Temporary (up to 4 years) 83572, 83577, 83582, 83585
Pre-placement Medical:	Required
National Police History Check:	Not required
WWCC Check:	Not required
Date Developed:	Sept 2002
Position Purpose	
<p>To work with Council's Gardeners in the construction and maintenance of our parks and reserves. To assist in Council's Wholesale Nursery, when required.</p> <p>This is a four year apprenticeship undertaking a Certificate III in Parks and Gardens.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Minimum School Certificate or equivalent with good academic results (by the end of 2021). • Demonstrated interest in gardening/horticulture through previous work experience or interests. • Commitment to undertake and complete a four year apprenticeship. • Highly motivated and willing to learn. • Ability to work as part of a team. • Ability to communicate effectively to the public, co-workers and management. • Physically capable of performing repetitive tasks. • General Induction for Construction Work Certificate (White Card) or ability to obtain prior to employment. 	

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call these the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

- To assist Council's gardeners in the maintenance of Council's parks and reserves.
- To assist Council's Nursery Supervisor in carrying out daily duties within the Wholesale Nursery.
- To assist Council's Landscape Construction Crew in the design and construction of new gardens.
- To assist Council's arborist in the care and maintenance of trees within the City.
- General labouring duties as required within the limits of the employee's skill, competence and training.

Work Health & Safety

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.