



Position Description

Non-supervisory Employees

Position Title	Trainee
Section	Parks and Sporting Field Operations Team
Division	Community Infrastructure Division
Reports to	Parks and Open Space Co-ordinator
Grade	Trainee
Employment Status (FT/PT/Casual/Temp)	Full Time, Temporary

Position purpose

To undertake training and assist with all aspects of Parks and Open Space maintenance and minor construction activities.

Position specific responsibilities

The key duties you are expected to perform in your role.

- Assist with parks, operation and maintenance activities as directed by the team leader/supervisor.
- Satisfactorily complete Certificate 3 - Horticulture Training Modules within allocated timeframe as set by training provider.
- Work safely, ensuring the safety of yourself and others at all times.
- Work in accordance with Council's Policies and Procedures.
- Ensure works are completed within required timeframes.
- Ensure that tools and equipment are regularly maintained and kept in a tidy/functional state.
- Any other related duties as directed.



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
Communication	<ul style="list-style-type: none">• I communicate with respect• I constructively contribute to team meetings, toolbox talks and conversations• I share information and ideas with colleagues• I ask questions if I don't understand
Accountability	<ul style="list-style-type: none">• I always work in a safe manner, looking after my own safety and the safety of those around me• I am responsible for my own actions• I take initiative to progress my own work• I follow through on my work commitments
Professionalism	<ul style="list-style-type: none">• I treat others with respect• I complete my work to the best of my ability• I take pride in my work• I am flexible and responsive to changing work priorities and issues
Integrity	<ul style="list-style-type: none">• I act honestly• I understand and follow the law, rules, policies, guidelines and the Code of Conduct• I treat others the way I wish to be treated• I contribute positively to our work
Teamwork	<ul style="list-style-type: none">• I look for, and am open to, new and better ways of doing things, together• I am an engaged and enthusiastic team player• I step in to help others when workloads are high• I cooperate with my team members and supervisors



Document Endorsement

Date 28/10/2021

Group Manager

Terry Randall, Infrastructure Operations

Date 28/10/2021

Director

Dan Bylsma, Community Infrastructure

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name

Employee Signature

Date
