

**POSITION:** GARDENER / GREENKEEPER  
**REPORTS TO:** COORDINATOR RECREATION WORKS  
**ACCOUNTABLE TO:** MANAGER INFRASTRUCTURE & WORKS  
**GROUP:** INFRASTRUCTURE & WORKS  
**DATE REVISED:** APRIL 2015

## ROLE CHARTER

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

### OUR GUIDING PRINCIPLES ARE:



### PRIMARY PURPOSE

To provide expertise in the areas of gardening and greenkeeping, turf maintenance, landscaping services and maintain sporting, leisure, active and passive open space which satisfies the recreational needs of the community and maintains and improves the City appearance.

## **CORE ACCOUNTABILITIES**

1. In conjunction with other team members, provide gardening services as programmed (both maintenance and improvements).
2. Maintain all Council ovals, parks and gardens to Council standards – line marking, care of surfaces (curating), weed control, turf etc.
3. Operate plant and equipment in accordance with the requirements of statutory authority regulations and according to site conditions and Council's operating procedures and standards – mower, tractor, whipper snipper etc.
4. Install and repair underground drainage, sprinklers and reticulation to maintain the optimum condition of Council's ovals, parks and gardens.
5. Undertake general gardening and greenkeeping including but not limited to:
  - a. Post and rail fences as required.
  - b. Construction of concreting edges as required.
  - c. Construct retaining walls by following specifications and design requirements.
  - d. Design landscaping beautification/excavation.
  - e. Level surfaces/top dressing and read levels.

Undertaking any other duties, projects or tasks as directed by the Team Leader/ Coordinator which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

## **ESSENTIAL CRITERIA**

1. Certificate III in Horticulture or related discipline.
2. Contemporary industry knowledge and demonstrated experience in general gardening, grounds and turf maintenance, landscape and installation of water reticulation systems.
3. Contemporary experience to exercise judgement, think on your feet, problem solve and prioritise.
4. Proven ability to work productively as a member of a team and contribute to team goals.
5. Contemporary experience to continuous improvement and ability to embrace and implement change.
6. Demonstrated experience in horticulture plant, equipment and spraying.
7. Current Class MR driver's licence.



## DESIRABLE CRITERIA

1. WorkCover Construction General Induction.
2. HR driver's licence.
3. The following Traffic control tickets
  - Traffic controller
  - Apply Traffic control plans / Implement Traffic Control Plans
  - Select Modify Traffic control plans / Prepare a Work Zone Traffic Management Plan
4. Current Apply First Aid Certificate.
5. Current Chemical Use Certificate.
6. Current certification to work safely near power lines.

Date:

Agreed:

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Employee Name

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Employee signature

