

## Position Description

### Horticultural Officer

<b>Division</b>	Infrastructure & Assets
<b>Business Unit</b>	Maintenance Delivery
<b>Position Number</b>	472006 472003
<b>Location</b>	Council Works Depot, Yass
<b>Award Band</b>	Operational Band 1/Level 4
<b>Salary Grade</b>	Grade 9
<b>Remuneration</b>	Entry \$63,752.00 to Step 3 \$68,852.16 per annum plus 11.5% Superannuation
<b>Conditions</b>	Permanent Full Time 38-hour week with a 9-day fortnight (RDO) Adverse Working Conditions Allowance 1
<b>Date position description approved</b>	7 February 2023

## Council Overview

Yass Valley Council is a local government organisation employing over 150 staff and with an annual budget of \$30 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Directorates of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Infrastructure & Assets Directorate comprises Waste Services, Roads Delivery, Facilities Maintenance, Workshop, Recreational Services, Water & Wastewater, Engineering Services, Facility & Waste Assets. The role of Horticulturalist is located within the Parks & Gardens team.

## Council Vision

“To build and maintain sustainable communities while retaining the region’s natural beauty”

## Council Values



## Primary Purpose of the Position

To undertake horticultural, recreational and turf management activities within the Council area. Support the horticultural supervisor in the safe and effective implementation of maintenance programs.

## Key Accountabilities

- Undertake horticultural works such as tree surgery, gardening and weed spraying as well as general labouring activities to maintain Council parks, recreation grounds and gardens.
- Operate and maintain various mowers, equipment, machinery and hand tools.
- Undertake work with a commitment to collaboration and teamwork.
- Maintain and promote Council's culture of customer service.
- Actively participate in the continuous improvement in performance, safety and quality.

## Organisational Accountabilities

**Code of Conduct:** Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.

**Customer Service:** Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

**Equal Employment Opportunity:** Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

**Policies and Procedures:** Comply with all Council's policies, procedures and guidelines.

**Workplace Health and Safety:** Take reasonable care for the health and safety of self and others. Comply with any reasonable instructions, policies and procedures given by Council.

## Key Challenges

- Achievement of maintenance and construction works and outcomes in accordance with Council's Operational Plan and Delivery Plan.
- Assist, through collaboration with others, to plan and prioritise maintenance program objectives and activities.
- Assist in the development and promotion of more efficient work practices.

## Key Internal Relationships

Who	Why
Supervisor	Receive direction and support, provide advice and exchange information.
All other staff	To foster teamwork and cooperation.

## Key Dimensions

### Decision making

The role is expected to operate under direction to carry out duties assigned by the Supervisor within the limit of the employee's skills, competency and training.

The role is accountable for the quality, integrity and accuracy of assigned work.

### Reports to

Supervisor Parks & Gardens

### Direct reports

Nil

## Essential Requirements

- Trade certificate in horticulture or a related field with a minimum of three years' trade experience.
- Demonstrated experience in and ability to carry out horticultural maintenance and general labouring duties.
- General Construction Induction (White) Card.
- A current class 'C' driver's licence.

## Approval History

Stage	Date	Comment	MagiQ Reference
Updated	30 June 2020		7947
Updated	7 February 2023		
Updated	June 2024	Award salary increase 2024/25	

## Ownership and Approval

Responsibility	Role
Author	Manager Maintenance Delivery
Approver	Director Infrastructure & Assets