



# **Parks Operations Gardener**

## **January 2025**

**Celebrating our diversity**



# Parks Operations Gardener – F250020

Full-Time, \$69,862 per annum (plus entitlements)

## The Position

The Shire of Manjimup is seeking a motivated and experienced parks and gardens worker to join our Parks Operations team. The successful applicant will be suitably qualified and will actively contribute to the efficient and effective delivery of our Parks Operations projects.

This role includes:

- Maintaining areas within parks, gardens and along verges throughout the Shire.
- Operating and maintaining plant items and the various associated hand tools and equipment, in accordance with Council Policy and procedures.
- Responsible for undertaking the daily maintenance of plant and machinery including the reporting of problems or faults.
- Responsible for the quality and completion of own work subject to routine direction including ability to recognise faults or defects.
- Providing short term relief supervision/direction/guidance to the Property Care Team as required from time to time.

## The Person

To be successful in this role you will need:

- Basic knowledge of turf and tree management including fertilisers, pesticide, and other applications.
- Ability to work under limited supervision and as part of a team.
- Good organisational and time management skills.
- Completion of, or progression towards, a relevant qualification in horticulture, turf management or recognised equivalent experience.
- Current LR class drivers licence.
- Basic Chainsaw Operators' Certificate.
- Current Construction Safety Awareness Certificate (White Card).
- Basic Worksite Traffic Management Certificate (desirable).
- Traffic Controller Certificate (desirable).
- Current First Aid Certificate (desirable).

## To Apply

Visit [www.manjimup.wa.gov.au](http://www.manjimup.wa.gov.au) for information about the position, including the position description, application details, information about the Shire of Manjimup, and benefits of the local community. For further inquiries, please contact Emily O'Neil, Human Resources Manager, at [hr@manjimup.wa.gov.au](mailto:hr@manjimup.wa.gov.au) or at 9771 7777.

**Closing Date: 5.00pm Wednesday, 5 February 2025**

The Shire of Manjimup reserves the right to commence interviews prior to the closing date for applications.

# How To Apply

## Preparing your Application

Applicants who demonstrate that they meet the requirements for the advertised position, based on their application, will be considered for interview. For your application to be considered it **must** include the following:

### 1) Cover Letter

- A short statement highlighting experience and expertise relating to the position.

### 2) Selection Criteria Statement

- Describe your relevant skills, knowledge, experience, and qualifications that align with the position requirements and would support your successful completion of the duties associated with the role.
- Ensure each criterion is addressed separately in a clear, concise and relevant manner.
- The selection criteria can be found on the last page of this pack.

### 3) Resume (Curriculum Vitae)

- Name, address, email and telephone number.
- Education and Training achievements.
- Work history - including employment dates, duty details and achievements.
- Activities undertaken outside of work which you consider are relevant to the position.
- Names and contact details (email and telephone number) of 2+ referees who can (preferably) comment on work experience relevant to the position.

### 4) Supporting Documents

- Please provide only copies of supporting documents.

## Applications

Late applications cannot be received by the Shire of Manjimup unless permission has been sought from Council prior to the closing date. Canvassing of Councillors will disqualify applicants. Applications can be:

1. Lodged online via the Shire application portal
2. Emailed; marked "Private & Confidential - CEO" to [info@manjimup.wa.gov.au](mailto:info@manjimup.wa.gov.au)
3. Mailed to

<p><i>Benjamin Rose – Chief Executive Officer</i> <i>Shire of Manjimup</i> <i>PO Box 1, MANJIMUP WA 6258</i></p>
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## **Prior to appointment**

The Shire of Manjimup will undertake confirmation of one or more of the following pre-employment conditions, based on the requirements of a particular position:

- Compliance with any State Government Directions for COVID-19
  - Right to work in Australia
  - Academic qualifications check
  - Reference checks
  - Worker's Compensation checks
  - Pre-employment medical
  - Criminal history check
  - Working with Children check
  - NDIS Worker Screening Check
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*The Shire of Manjimup is committed to the achievement of a diverse workforce and encourages applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, young people, women and people with disabilities.*

*The Shire of Manjimup is an equal opportunity employer and provides a smoke free work environment.*

*The Shire of Manjimup complies with the requirements of the Human Rights and Equal Opportunity Commission Act (Clth) 1986 and applies the principles therein to the recruitment and selection process by selecting according to merit and by avoiding discrimination on the basis of race, gender, marital status, age, disability or any other legally protected attribute (so long as they do not contravene the inherent requirements of a position).*

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## Parks Operations Gardener

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Directorate	Works and Services
Department	Parks Operations
Reports to	Parks Operations Supervisor
Direct Reports (Relief only)	Property Care Team – Supported Worker
Industrial Instrument	<i>Shire of Manjimup Enterprise Agreement (as amended)</i>
Classification	Level 3
Primary Location	Shire of Manjimup Works Depot

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### Position Objectives

- Maintain areas within Shire parks, gardens and along verges to the required standard.
- Provided short term relief supervision/direction/guidance to the Property Care Team as required from time to time.

### Key Duties and Responsibilities

- Maintain areas within parks and gardens and along verges throughout the Shire. This includes duties such as:
  - undertake the planting of annuals, shrubs and trees
  - interpret and implement basic landscape plans
  - assess fertiliser and mulch requirements and apply as required
  - reticulation installation, troubleshooting and maintenance
  - in consultation with Supervisor identify weed species and implement appropriate removal procedures
  - liaise with Parks Operations Supervisor to identify and treat pests and diseases
  - tree planting and pruning
  - mowing and brush cutting grassed areas
  - playground equipment installation, maintenance and repairs
  - street furniture installation and repairs
  - footpath installation and repairs
  - manual duties as required
- Operate and maintain plant items and the various associated hand tools and equipment, in accordance with Council Policy and procedures.
- Responsible for the quality and completion of own work subject to routine direction including ability to recognise faults or defects.
- Responsible for undertaking the daily maintenance of plant and machinery including the reporting of problems or faults.
- Maintain a high standard of service to customers.
- Actively contribute to the Parks Operations team.
- Provide short term relief supervision/direction/guidance to the Property Care Team as required from time to time.
- Other duties as directed by Manager Parks Operations or Parks Operations Supervisor.

## **Physical and Environmental Demands**

- Site based, physically demanding role; bend, squat, lift, carry, push, pull, climb ladders, and walk on uneven surfaces. Operation of lawn mowers, snippers and other heavy tools will be required.
- Driving and towing trailers is an essential requirement.

## **Extent of Authority**

- Operates under general direction of the Manager Parks Operations and Parks Operations Supervisor within established guidelines, procedures and policies of Council.

## **Skills, Knowledge, Experience and Qualifications**

- Ability to work under limited supervision and as part of a team.
- Good organisational and time management skills.
- Basic knowledge of fertiliser components and applications.
- Basic knowledge of turf management.
- Understanding of reticulation systems.
- Plant identification knowledge.
- Formulation, interpretation and implementation of basic landscape plans.
- Basic Chainsaw Operators' Certificate.
- Construction Safety Awareness Certificate.
- Completion of or progression towards a relevant qualification in horticulture, turf management or recognised equivalent experience.
- Basic Worksite Traffic Management Certificate.
- Traffic Controller Certificate.
- Current "LR" class drivers' licence.
- National Police Clearance.

## **Selection Criteria**

### **Essential**

1. Basic knowledge of turf and tree management including fertilisers, pesticide and other applications.
2. Ability to work under limited supervision and as part of a team.
3. Good organisational and time management skills.
4. Completion or progression towards qualification in horticulture, turf management or recognised relevant equivalent.
5. Current LR class drivers licence.
6. Basic Chainsaw Operators' Certificate.
7. Current Construction Safety Awareness Certificate (White Card).

### **Desirable**

1. Basic Worksite Traffic Management Certificate.
2. Traffic Controller Certificate.
3. Current First Aid Certificate.