

HORTICULTURE TRADESPERSON

POSITION DESCRIPTION

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| Position Title: | Horticultural Tradesperson |
| Responsible To: | Horticulture Leading Hand |
| Council Portfolio: | City Shaping |
| Council Program: | City Operations |
| Classification Level: | CSE Grade 5 |

Overview of Portfolio

The City Shaping Portfolio leverages and celebrates our role as a Capital City Council and delivers the services that protect our heritage, Park Lands and urban environment and demonstrates our environmental leadership now and into the future.

Overview of Program

The City Operations Program ensures our City's assets, including streets, parks and other public spaces are attractive, clean, well presented and maintained so we all have a city to enjoy and be proud of.

Key Relationships / Interactions

| | |
|-----------------|---|
| Internal | <ul style="list-style-type: none"> Employees across the Public Realm Program City of Adelaide (CoA) employees across all Portfolios and Programs |
| External | <ul style="list-style-type: none"> General Public Contractors performing works in area of responsibility Community Volunteers Parklands Licensees/Sporting Clubs Maxima Training Services Event Groups Service authorities Local/State Government authorities |

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| <p>Primary Purpose</p> | <p>As part of the Horticulture team, the Horticulture Tradesperson will:</p> <ul style="list-style-type: none"> • Support the delivery of the Teams Business Plan. • Assist in the development and maintenance of the City’s Parklands, Gardens, Biodiversity sites, and associated facilities. • Deliver quality Horticultural work in line with the City of Adelaide Horticultural Standards |
| <p>Responsibilities</p> | <p>The Horticulture Tradesperson is responsible for;</p> <ul style="list-style-type: none"> • Providing support and advice to Corporation staff regarding areas of expertise. • Maintaining current Horticultural standards in areas under their control. • Participating in the development and implementation of strategies to improve productivity and staff morale. • Assisting in the delivery of Maintenance and Capital projects. • Effective and accurate time management and recording. • Engaging in and supporting Adelaide City Council’s WHS policies and procedures. • Liaising with Corporation staff regarding relevant Horticultural maintenance issues. • Delivering excellent Customer service in line with current Corporation standards. • Participating in effective communication with management, face to face and also using the Corporations internal computer network. • Supporting the application of and demonstrably engaging in the ACC’s Equal Employment Opportunity, cultural diversity and ethical practice policies. • Taking reasonable care to ensure their own safety and not placing others at risk by any act or omission. • Attending WHS training and following instructions and advice provided. • Complying with the requirements of the ACC WHS management system. • Using and caring for equipment, including personal protective equipment, as instructed. • Not intentionally or recklessly interfering with or misusing workplace equipment and supplies in a manner that could adversely affect health, safety or welfare in the workplace. |

Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

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Position Criteria

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| Qualifications | A trade qualification in Horticulture or a relevant discipline. | Essential |
| | A trade qualification in Pest / Weed management. A Full Pest Management Technician's Licence. | Desirable |
| Financial Skills & Acumen | Knowledge of purchasing & procurement functions in a related environment. | Essential |
| Technical Knowledge & Experience | Experience in providing advice and solutions to a range of turf management issues. | Essential |
| | Relevant experience in Turf Management/ Horticultural maintenance. | |
| | Experience/licensed in the operation of large and minor plant associated with Horticultural maintenance. | |
| Innovation & Initiative | Self-motivated, results oriented and able to initiate actions to ensure objectives are achieved. | Essential |
| Resource Management & Decision Making | Ability to manage day to day activities and prioritise work programs and required plant. | Essential |
| Professional Development | A commitment to ongoing professional development and continuous learning. | Essential |
| Customer Commitment & Integrity | Excellent customer service skills, including the ability to effectively liaise and engage with members of the public and community groups. | Essential |
| | Demonstrated high level skills in dealing confidently and courteously with people both internally and externally. | |
| Collaboration & Communication | Capacity to work independently with minimal direction and collaboratively in a team environment. | Essential |
| | Experience dealing with members of the public and community groups. | |
| Administrative Skills | Effective written and verbal communication skills. | Essential |
| | Experience operating computers and the use of relevant Corporation software. | |
| Government Experience | Experience working in a government environment. | Desirable |

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

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| | <p>Achievement</p> <ul style="list-style-type: none"> • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results |
| | <p>Collaboration</p> <ul style="list-style-type: none"> • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback |
| | <p>Customer Commitment</p> <ul style="list-style-type: none"> • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises |
| | <p>Integrity</p> <ul style="list-style-type: none"> • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do |
| | <p>Innovation</p> <ul style="list-style-type: none"> • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities |

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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

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|-------------------------------|----------------------------------|
| Task | Horticulture Tradesperson |
| Work Area | Horticulture |
| Physical Demand Rating | Medium Work |

The below table summarises the physical demands of this role.

| Physical Demand | O | F | C | Description | FCA Notes |
|-----------------|---|---|---|---|---|
| Sitting | | ✓ | | Driving mowers and other vehicles | Critical Range of Motion: Shoulder to 120° flexion. Lift Capacity: Up to 20kg. Push / Pull Force: Moderate force. Shift Duration: Various times. Environmental Factors: Outdoors. Operating machinery and vehicles. Task Rotation: Can change posture regularly. Can be sitting for extended periods when operating a mower. PPE: Steel cap boots, hearing and eye protection. High visibility clothing and gloves as needed. Specific equipment required when handling some chemicals or equipment. |
| Standing | | ✓ | | Varying periods | |
| Walking | | ✓ | | Various terrain; grass, unsealed surfaces | |
| Climbing | ✓ | | | On / off vehicles | |
| Bending | ✓ | | | Using gardening equipment and tools | |
| Squatting | ✓ | | | Accessing ground level, planting | |
| Gripping | | | ✓ | Steering wheel, equipment, hand tools | |
| Forward Reach | | ✓ | | Using gardening equipment and tools | |
| Lift | ✓ | | | Up to 20kg supplies / equipment | |
| Carry | ✓ | | | Up to 20kg short distances | |

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

The work role includes operating various gardening equipment and machinery, including cutting equipment, mowers, pruning equipment, spraying equipment, blowers, edgers, gators, planting equipment and various hand tools for gardening.

The work involves at times:

Sustained postures, i.e. standing, reaching above shoulder height

Sustained gripping and using power tools and equipment

Manual Handling Functional Capacity:

- Lifting and carrying equipment
- Pushing mowers, equipment and machinery
- Kneeling, squatting, reaching above shoulder height

Physical Work Demands include (but are not limited to):

- Ride on mower / Gator Operation (Light Work)
- Traffic Management (Medium Work)
- Leaf Blower / Raking (Light Work)

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- Edger Use / Hedge Trimmer / Blower (Medium Work)
- Pruning / Use of hand tools (Light Work)

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the MySafety Team (OSCAR).**

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Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.