SHIRE OF CUNDERDIN

POSITION DESCRIPTION

TRAINEE GARDENER

Location	Works Depot
Department	Works and Services
Salary	Local Government Industry Award 2020
Reports to	Manager of Works & Services
Supervision of	Nil
Revision	4
Date	November 2026

Approval of Position Description				
Document Owner	*Position*	*Reason for Review*	*Review Date*	*Additional Comments*
Hayley Byrnes	*Deputy Chief Executive Officer*	*Created*	29 May 2023	
Stuart Hobley	*Chief Executive Officer*	*Re-Advertised*	16 Oct 2024	
Stuart Hobley	*Chief Executive Officer*	*Re-Advertised*	28 Jan 2025	
Stuart Hobley	*Chief Executive Officer*	*Re-Advertised*	24 Nov 2026	

1. ORGANISATIONAL RELATIONSHIPS

1.1 Responsible to: -
Manager of Works & Services
Parks and Gardens team members

1.2 Supervision of: - NIL

1.3 Internal and External Liaison: -

Internal

- Chief Executive Officer
- Deputy Chief Executive Officer
- Manager of Works and Services
- Leading Hand Parks, Gardens and Town Maintenance Administration and Works Staff
- Other staff as employed from time to time

External

- Councillors
- Other Local Governments
- General Public (including ratepayers and residents as appropriate) Suppliers of goods and services, contractors

2. EXTENT OF AUTHORITY

Operates under the direction of the Manager of Works and Services within established guidelines, procedures, and policies of Council as well as statutory provisions of the *Local Government Act 1995 (WA)* and other legislation.

3. PUBLIC RESPONSIBILITIES

To promote a favourable public image of Council's personnel, operations, and the Shire in general.

4. PURPOSE OF POSITION

To learn horticultural and associated activities whilst assisting other staff to provide horticultural services and landscape maintenance to public parks, gardens, ovals, cemetery, and reserves in a safe and efficient manner throughout the Shire.

5. KEY DUTIES/RESPONSIBILITIES

- Carry out routine maintenance of Council's parks, gardens, cemeteries and road verges within the town site and surrounding areas.
- Assist in the installation of new lawns and gardens within the town site and surrounding areas.
- Carry out minor tree pruning and other activities associated with clearing and maintaining of street verge vegetation.
- Assist in the collection of street rubbish.
- Assist in the control of weeds and other unwanted plant species by the hand or spray application of chemical and herbicide treatments.
- Assist in the reticulation and watering of Council's parks, gardens and oval.
- Provide relief cover for Council's construction and maintenance teams, which includes operating the equipment as required in a safe, productive and effective manner.
- Carry out routine maintenance of plant, tools and equipment assigned to employee's control.
- Conduct pre-start checks on all plant and equipment prior to start.
- Required to operate plant as licensed to operate.
- Responsible for the quality and completion of works under the employee's control.

- Required to make operational and other decisions relating to the employee's own safety and to the safety of other employees and the public.
- Report damage or faults in relation to the plant and machinery to the Manager of Works and Services or Leading Hand as soon as possible.
- Assist/carry out with erection of temporary and permanent signage including traffic management if certified.
- Complete relevant TAFE Certificate within the required period of the relevant qualification.
- Liaise with TAFE lecturer via telephone, email and face to face throughout duration of Traineeship and submit all completed course units in a timely manner.
- Attend scheduled TAFE Lecturer site visit meetings in Cunderdin or on-campus as required.
- Required to perform other duties as directed or required by Manager Works & Services, DCEO and CEO.

SELECTION CRITERIA

Qualification	Essential	Desirable
Other relevant short course training (e.g. first aid) will be an advantage.		✓
Current "C" class Motor driver's license.		✓
Be willing to undertake one of the following: o AHC30716 Certificate III in Horticulture o AHC31016 Certificate III in Parks and Gardens o AHC31319 Certificate III in Sports Turf Management	✓	
Be willing to undertake any additional training as required consistent with the level of this position.	✓	
Knowledge and Experience	**Essential**	**Desirable**
Successful completion of Year 10.	✓	
Developing knowledge of occupational safety and health practices in a town maintenance environment.	✓	
Developing knowledge of local area.	✓	
Personal Skills	**Essential**	**Desirable**
Basic written and verbal communication skills.	✓	
Developing interpersonal and customer service skills.	✓	
Basic problem solving, conflict resolution and decision making skills.	✓	
Developing skills in the operation of equipment including mowers and other minor plant.		✓
Developing skills in the use of horticulture techniques such as pruning, planting, etc.		✓
Willingness to perform physical work year around in an outdoor team environment.	✓	

6. WORKING CONDITIONS/OHS CONSIDERATIONS

Occupational Safety and Health – comply with the Shire's OSH Policy and other Shire OSH policies and procedures and legislation relevant to role and responsibilities. Observe safe work practices and operating procedures. In accordance with Shire's and legislative requirements report any hazards, incidents or near misses in a timely manner.

7. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Medical Examination and current National Police Clearance Certificate will be required by the successful applicant.

It is advised that no formal offer can be made until your satisfactory completion of this employment condition.

8. COMMENTS

All employees are required to sign a declaration that they have read Council's Induction Manual / Code of Conduct prior to the commencement of work or any reviews. This signed document will be placed on each employee's payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

9. TERMS OF EMPLOYMENT

Award	Local Government Industry Award 2020	
Position Status	Full-Time	12-24-month Traineeship (dependant on qualification undertaken)
Hours of Work	76 Hours per 9 day fortnight	
Level	Level 1 Local Government Industry Award 2020	
Salary	$14.91 - $25.75 per hour (plus adverse working conditions) Local Government Industry Award 2020	
Superannuation	12% Employer Superannuation Guarantee Contribution + matching co-contribution of 4%	
Probation	3 Months	
Performance Review	Annually	
Annual Leave	Employee will be entitled to four (4) weeks Annual Leave with 17.5% Loading on Entitled Annual Leave.	
Housing	Position does not attract Council Housing as part of the Employment Package.	
Job Location	Cunderdin, Western Australia, 6407	