



## Position Description

Position Title

**Gardener**

Department

Works

## Position Summary

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The Gardener is responsible for the care and maintenance of gardens, lawns, and surrounding areas within the townsite of Menzies. Reporting to the Works Manager, the gardener contributes to creating a visually appealing and welcoming environment for tourists and community members.

## Key Duties and Responsibilities

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- Plan, cultivate, and maintain gardens, lawns, and other green spaces within the Menzies town site
- Perform regular inspections of plant health and take appropriate actions to address issues such as pests, diseases, or irrigation problems
- Design, install, and maintain efficient irrigation systems to ensure proper hydration of plants and lawns
- Where irrigation is not available, manually water trees and shrubs, seeking assistance when required
- Communicate with the Works Manager regarding potential extensions of water supply or the installation of new water meter
- Collaborate with the Building Maintenance Officer for assistance with larger-scale landscaping or maintenance projects
- Ensure compliance with Shire policies and relevant legislations regarding garden maintenance and landscaping
- Operate and maintain gardening equipment, ensuring they are in good working condition
- Coordinate with the Works Manager to plan seasonal plantings and garden enhancements
- Assist the general hand staff in various gardening tasks as directed by the Works Manager
- Perform routine cleaning and maintenance of garden tools and equipment
- Provide input on the selection and procurement of plants, seeds, and gardening supplies

## Key Reporting Relationships

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### Reporting to:

Works Manager

### Other positions reporting into this position:

Nil

### External relationships:

Shire visitors

Ratepayers and the community

## Key Behavioural and Capability Indicators

**Level - Intermediate**

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The Key Behavioural and Capability Framework describes the capabilities (knowledge, skills, and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships,

results, and business enablers, with a fifth workforce leadership group of capabilities for roles with people management responsibilities. These groups work together to provide an understanding of the capabilities needed for the role.

**Focus capabilities** are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment. The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level

- **Act with Integrity** – Maintains confidentiality of customer and organisational information; Is open, honest, and consistent in words and behaviour; Takes steps to clarify ethical issues and seeks advice when unsure what to do; Helps others to understand their obligations to follow the code of conduct, legislation, and policies; Recognises and reports inappropriate behaviour, misconduct, and perceived conflicts of interest
- **Demonstrate Accountability** – Follows through reliably and openly takes responsibility for own actions; Understands delegations and acts within authority level; Is vigilant about the use of safe work practices by self and others; Is alert to risks in the workplace and raises them to the appropriate level
- **Community and Customer Focus** – Identifies and responds quickly to customer needs; Demonstrates a thorough knowledge of services provided; Puts the customer and community at the heart of work activities; Takes responsibility for resolving customer issues and needs
- **Work Collaboratively** – Encourages an inclusive, supportive, and co-operative team environment; Shares information and learning within and across teams; Works well with other teams on shared problems and initiatives; Looks out for the wellbeing of team members and other colleagues; Encourages input from people with different experiences, perspectives, and beliefs; Shows sensitivity to others' workloads and challenges when asking for input and contributions
- **Technical Knowledge** – Sound understanding of the technical aspects of basic maintenance; Knowledge of how to use equipment, chemicals and tools involved in the role; Ability to apply standards and regulations to their operations; Able to identify and assess potential risks and hazards
- **Sustainability-minded** – Understands that Menzies is a remote town and supplies are not easily sourced; Focuses on finding solutions with what is on-hand; Recycles and reuses resources wisely, including water; Identifies opportunities for saving or re-issuing use of resources
- **Safety** – Acts to prevent the reoccurrence of challenges and barriers to safety; Helps colleagues to ensure their own safety and safety of others; Brings safety concerns to the attention of the Works Manager through written or verbal reports as appropriate; Takes initiative to review organisational policies and procedures with an aim to improve the safety of colleagues and the wider community; Collects feedback from internal and external stakeholders on new and current safety procedures

## Selection Criteria

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### Knowledge and Experience

Gardening Expertise:

Proven experience in gardening and landscape maintenance

Knowledge of plant care, soil health, and seasonal gardening practices

Irrigation System Management:

Skills in designing, installing, and maintaining efficient irrigation systems

Communication Skills:

Strong verbal and written communication skills for collaboration with team members

Equipment Operation:

Competence in operating and maintaining gardening tools and equipment

Collaboration:  
Ability to work collaboratively with other staff members, including providing training and sharing expertise

**Qualifications**

- A certificate or diploma in horticulture, landscaping, or related experience

**Eligibility and inherent requirements associated with the position**

- Current satisfactory National Police Clearance
- Medical clearance appropriate to the role
- Working rights

<b>Name of current incumbent:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Chief Executive Officer:</b>	<b>Signature:</b>	<b>Date:</b>
Glenda Teede		