



Position Description

Position Title

Gardener

Department

Works

Award

Municipal Employees (Western Australia) Award

Position Summary

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

Key Duties and Responsibilities

- 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
- Provide back-up cleaning support for Shire buildings, properties, and facilities, but only in the absence of the cleaner and as directed by the Works Manager

Key Reporting Relationships

Reporting to:

Works Manager

Works Supervisor

Works Foreman

Other positions reporting into this position:

Nil

External relationships:

Shire visitors

Ratepayers and the community

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

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

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
- Current WA 'C' Class driver's licence
- Full working rights

Name of current incumbent:	Signature:	Date:
Chief Executive Officer:	Signature:	Date: