

POSITION DESCRIPTION

POSITION TITLE:	Horticulture Trainee
POSITION NUMBER:	
AWARD:	Qld Local Government Industry (Stream B) Award
CERTIFIED AGREEMENT:	Central Highlands Regional Council Certified Agreement
AWARD CLASSIFICATION:	Local Government Apprentice/Trainee Wage Conditions
REPORTS TO:	Supervisor Parks and Gardens
REPORTING DEPARTMENT:	Communities

POSITION OBJECTIVE

The Horticulture Trainee will learn and develop a range of skills to support their completion of a Certificate II in Horticulture. The role will support the Supervisor Parks and Gardens, assisting in the provision of garden, lawn and irrigation maintenance.

KEY RESPONSIBILITIES

- 1. Parks & Gardens Maintenance:** Demonstrate willingness to learn and ensure safe operation and maintenance of small motorised garden equipment such as, a hedger, brush cutter, push and ride on mowers and all other hand tools used for garden maintenance.
- 2. Irrigation:** Carry out a variety of manual tasks associated with irrigation installation and maintenance. Being observant of surroundings for irrigation faults and communicating back to the Supervisor.
- 3. Training and Development:** To actively participate in ongoing training and self-development to achieve continuous improvement for yourself and council, including the completion of the trainee qualification.

Additionally you may be required to conduct other duties as lawfully directed by the Supervisor Parks and Gardens.

POSITION SPECIFIC REQUIREMENTS

Mandatory

- Minimum of Queensland C class provisional drivers licence when age eligible
- Sound written and oral communication skills

Desirable

- Literate with Microsoft Office suite of programs

CORE COMPETENCIES

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward looking perspective, and delivering successful outcomes within agreed parameters.	1
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	1
Initiative and Innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	1
Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's views on board, accepting new and different ways of working and encouraging others to embrace change.	1
Team Work	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the CHRC team.	1
Commitment to Values	Being willing and able to align your own behaviours with the objectives, goals and values of CHRC; acting as a role model and promoting the values to others.	1
Customer Service	Aligning your behaviour with the CHRC Customer Service Charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can do approach.	1
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with CHRC policy and procedure.	1

This position description is a true reflection of the current requirements of the role. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.

I have read, understood and accepted the responsibilities as outlined in this position description.

Signature: _____

Date: _____