

DEPARTMENT:	Infrastructure Operations
DIVISION:	Infrastructure and Recreation
CLASSIFICATION:	Band 3 (in accordance with <i>Miscellaneous Award 2010</i>) 55% in Year 1 65% in Year 2 80% in Year 3 90% in Year 4

POSITION OBJECTIVES

To be an effective member of the St Louisiana Shire Infrastructure Operations utilising specialised equipment along with high level competency based skills and knowledge to perform a range of asset and infrastructure maintenance activities throughout the St Louisiana Shire, while undertaking a Certificate III in Horticulture.

- To work effectively as part of a team performing specialised maintenance and construction activities on Shire assets and infrastructure.
- To ensure own work performed under supervision is of a high quality and meets the required service levels and standards set by Shire
- To comply with all Occupational Health and Safety requirements and Shire policies, practices and procedures relevant to the activity being undertaken.
- To assist across any area of the municipality with maintenance operations when and where work priorities demand, helping to achieve the overall maintenance objectives of the operations team.
- To participate in emergency overtime as required.
- To participate in study and work towards gaining Certificate III in Horticulture in the expected time frame
- To participate in other training opportunities as they are offered.
- To ensure the care and proper use of plant, tools and equipment used in the performance of the work.
- To present a positive image as an employee of Shire and observe Shire's Customer Service practices and principles
- To assist with identifying opportunities for continuous improvement to services and work practices
- To participate in the St Louisiana Shire VIP- Performance development and assessment process

ORGANISATIONAL RELATIONSHIP

Reports to:	Supervisor Gardens & Landscaping
Supervises:	N/A



Internal Liaisons: Infrastructure and Recreation staff at all levels

External Liaisons: Residents, Public, Service Authorities and Contractors

A. ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent is responsible and accountable for:

- Their own safety and that of others whilst at work
- The position works under general supervision and is accountable for the quality, quantity and effectiveness of their own work

B. JUDGEMENT AND DECISION MAKING

The incumbent must be able to:

- Judgement is limited and coordinated by others.
- Advice and direction is available and problems can be resolved based on established practices and procedures
- Determine suitable equipment, safety and methods to be used when undertaking works.

C. SPECIALIST SKILLS AND KNOWLEDGE

The incumbent must have:

- Ability to learn horticulture maintenance and plant care, pest control and the use of the required tools and equipment
- Ability to follow oral and written instructions and cooperate with others in the performance of duties
- Specialist skills and knowledge are obtained through on the job training and employer based training. Successful completion of trade school will lead to trade qualifications in Horticulture.

Knowledge of the following:

- The St Louisiana Shire area and the road network within

It is desirable that the incumbent has:

- Car Licence
- Understanding of basic horticulture maintenance practices

D. MANAGEMENT SKILLS

The incumbent must demonstrate:

- Ability to manage one's own time and complete allotted tasks in safe and competent manner and where required may work alone without supervision for short periods of time.

E. INTERPERSONAL SKILLS

The incumbent must have:



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- Ability to communicate effectively with the public, clients and other employees on matters relating to the works.
- Ability to cooperate in a team environment
- Apply Shire Customer Service ideals and principles in all dealings with External customers
- Ability to provide oral and written reports, work records, time sheets and Safe Work Method Statements accurately and legibly relevant to the requirements and responsibilities of the position.

F. QUALIFICATIONS AND EXPERIENCE

The incumbent requires:

- To attend short courses in specific work area or be undertaking a formal certificate as completion of structured training program in a work related field.
- Current Victorian Drivers License
- Construction induction Card
- Working with Children's Check
- Current First Aid (preferred)

KEY SELECTION CRITERIA

Key Selection Criteria will be based on the skills and knowledge required in relation to:

- Current Drivers Licence
- Demonstrated commitment, initiative, enthusiasm for the role and an interest in Horticulture
- Sets high standards of performance for self and others, ensuring ownership of actions
- Eligibility to undertake a Certificate III in Horticulture
- Good communication, literacy and numeracy skills
- Proven ability to work productively as a member of a team and contribute to team goals



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