

## POSITION DESCRIPTION

<b>Job Title:</b>	Parks & Gardens Apprentice	<b>Date:</b>	July 2017
<b>Job Holder:</b>	Vacant	<b>Supervisor Name:</b>	
<b>Department:</b>	People and Community	<b>Supervisor Title:</b>	Parks & Recreation Superintendent
<b>Location:</b>	Marina	<b>Level of Work</b>	I

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### 1. Job Purpose Statement

The Apprentice is accountable for attainment of Certificate III and to complete certification of licences/tickets in accordance with allocated milestones within the training schedule.

Completion of the relevant training package enables capability to provide a high standard of Parkland maintenance and presentation for the enjoyment of Gladstone's community, visitors and for the enhancement of the Corporations public image in accordance with our Park Maintenance Standard.

### 2. Job Accountabilities/Tasks Lists

- Assist and support the Superintendent in the management of property and assets located within the Marina Precinct
- Positive representation of GPC in interpersonal dealings with parkland patrons, including being responsive to parkland enquiries and other related issues.
- Maintain and enhance GPC Parklands and Port lands, including but not limited to:
  - General cleaning, including walkways, paths, boardwalk and grounds
  - Specific cleaning of BBQ's surrounds and shelters including rubbish collection and removal
  - Ensuring maintenance of parklands
  - Planning daily, weekly and monthly work routines
  - Recording data and using a computer
  - Mowing parklands using 72" ride-on mower
  - Identifying and controlling weeds, pest and diseases in all parks and gardens
  - Installation and maintenance of irrigation systems, turf and plant displays
  - Pruning of all GPC trees and shrubs
  - Mulching of all GPC gardens beds
  - Fertilising Parklands as directed
  - Development of Landscaping projects by working within time frames, including:
    - Ensuring site preparation
    - Planting on site
    - Maintenance of landscape projects
- Utilise and maintain all aspects of the parks and recreation electronic management system

- Compliance with all Occupational Health, Safety and Environmental requirements:
  - Understanding of safe work method statements and safe work practices
  - Understanding and application of the relevant skills in the operation of mowing work environment
  - Utilisation of the appropriate safety equipment and protective clothing as required for use with machinery and spraying of agricultural chemicals
  - Obeying health and safety instructions as appropriate
- Comply with and lead by example GPC's values and behaviours:-
  - *Sustainability* - We preserve the inherent worth of Port assets for future generations. We protect the health and safety of our people, the environment, and our community. We engage with and contribute to the communities in which we operate.
  - *Excellence* - We continually strive for excellence in all that we do and constructively challenge for a better way. We are open to learning and appreciate that shared knowledge and innovation are essential to our growth.
  - *Customers* - We serve our customers and the Port community with pride and passion. We respond with urgency, anticipate their needs, and exceed their expectations.
  - *Respect* - We build relationships based on equality, dignity, honesty and trust. In all our dealings we strive to be friendly and courteous, as well as fair and compassionate.
  - *Empowerment* - We support and empower people to give their best and reach their potential. We fully apply our skills and capability, are accountable in our actions, and perform to the best of our ability.
  - *Teamwork* - We are one company, one team. We work together to achieve our objectives.
- Comply with GPC's policies, standards and procedures in the workplace

### 3. Decision Making Authority

As in accordance with company policy/systems:

- Ability to access necessary information, obtain resources and use of facilities or equipment needed to carry out work of this role

### 4. Job Challenges & Impact

- Awareness of Public Environment and the importance of ensuring safe work practises
- Prioritisation of work
- Large scale of operations (Various Work sites)
- Heat during summer
- Repetitiveness of some jobs

The role primary impacts the:

- The professional image the Corporation maintains of all parklands
- Spread of pests and weeds
- Personal impact on Parks & Gardens employees
- Annual operating expenses & budgets for Parks & Recreation section

## 5. Key Relationships

### Internal

- Skills Trainers
  - Participate in scheduled training and assessments
- Interaction with Parks & Recreation Superintendent and Landscape Maintenance Coordinator on a regular basis
- Interaction with landscape maintenance section
  - Work successfully within the work group
  - Cooperate with other employees
- Minimal interaction with other GPC employees

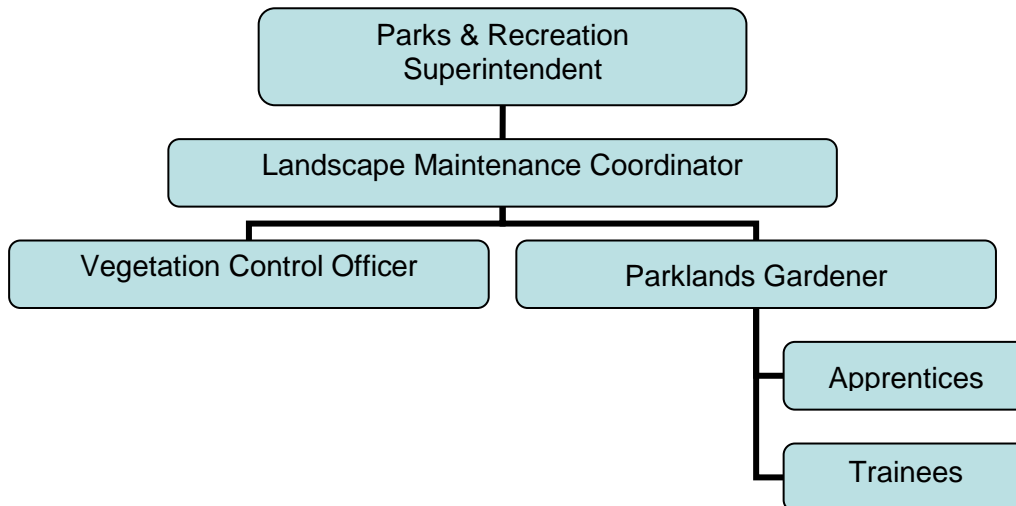
### External

- RTOs 3<sup>rd</sup> Party Trainers and Assessors
- Interaction with general public
- Interaction with other contractors

## 7. Level of Supervision

Direction is provided on the tasks to be undertaken with some latitude to rearrange sequences and discriminate between established methods. Guidance on the approach to standard circumstances is provided in procedures, guidance on the approach to non-standard circumstances is provided by a supervisor.

## 8. Organisation



## 9. Formal Qualifications required for the position

- Mandatory – Year 10 Sound Achievement in Math and English
- Desirable – The ability to obtain a Provisional Drivers Licence

## 10. Key Selection Criteria

Capabilities	Description
<b>1. Aptitude for chosen trade</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of basic hand and power tools associated with chosen trade</li> <li>• Genuine interest in Horticulture</li> </ul>
<b>2. Predisposition for manual type work</b>	<ul style="list-style-type: none"> <li>• The ability to successfully complete a Functional Capacity Evaluation (Medical)</li> <li>• The ability to undertake associated repetitive tasks in different work environments eg. Outdoors</li> </ul>
<b>3. Office Technology</b>	<ul style="list-style-type: none"> <li>• The ability to use computer systems and related office technology proficiently. Basic to intermediate level of proficiency in MS Office suite.</li> </ul>
<b>4. Safety Awareness</b>	<ul style="list-style-type: none"> <li>• Knowledge, understanding and ability to apply relevant safety principles and legislation.</li> <li>• Reports on safety incidents, identifies hazards and proactively seeks resolution.</li> </ul>
<b>5. Social Influencing</b>	<ul style="list-style-type: none"> <li>• The ability to achieve personal goals in social interaction while simultaneously maintaining positive relationships with others over time and across situations.</li> </ul>
<b>6. Problem Solving</b>	<ul style="list-style-type: none"> <li>• The capacity to reason, think analytically, conceptually and laterally in order to solve problems and take appropriate decisions..</li> </ul>
<b>7. Driving for Results</b>	<ul style="list-style-type: none"> <li>• The ability to overcome obstacles to achieve results, bring ideas into action, and 'push forward' with energy, enthusiasm and urgency</li> </ul>
<b>8. Modelling GPC's Values and Behaviours</b>	<ul style="list-style-type: none"> <li>• Willingness to understand, demonstrate and encourage the values and behaviours of GPC.</li> </ul>

## 11. Physical Requirements of the Job

Manual tasks Hw	2	Work Indoors	1
Manual tasks Lt	3	Work Outdoors	3
Repetitive lifting	2	High temperatures	3
Trunk twisting	3	Low temperatures	1
Extended standing	3	Operate machinery	3
Extended kneeling	2	Sun protection	3
Extended reaching	2	Safety boots	3
Elevating arms above shoulder	1	Respirator	2
Ear protection	3	Eye protection	3
Shovelling/digging	3	Safety helmet	2
Frequent bending	2	Working at heights	1
Extended sitting	2	Confined spaces	0
Extended walking	3	Extended vibration	2
Loud noise exposure	3	Extended driving	3
Work on uneven ground	3	Extended computer use	1
Exposure to chemicals	3		

**The Rating system used is:**

0 = No exposure / requirement

1 = Low exposure / requirement

2 = Medium exposure / requirement

3 = High exposure / requirement