



POSITION DESCRIPTION

Parklands Gardener



**Gladstone Ports
Corporation**

Growth, prosperity, community.

POSITION DESCRIPTION

Parklands Gardener

Position Number	1322, 1476, 1477, 1478, 1479, 1480, 1481, 2072, 2073
Position Status	Permanent Full Time
Position Supervisor	Parks and Recreation Superintendent (1036)
Department	People, Community and Sustainability
Job Level of Work	I

Job Purpose Statement

The Parklands Gardener is responsible for providing a high standard of Parkland maintenance and presentation for the enjoyment of Gladstone's community, visitors and for the enhancement of the Corporation's public image in accordance with our Park Maintenance Standard.

Job Accountabilities

- Assist and support the Superintendent in the management of property and assets located within the GPC Parklands including the Gladstone Marina and East Shores;
- 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;
 - Developing a continuous improvement approach towards maintenance standards;
 - Planning daily, weekly and monthly work routines;
 - Recording data and using a computer;
 - Mowing parklands using ride-on mower;
 - Identifying and controlling weeds, pest and diseases in all parks and gardens;
 - Install, maintain and trouble shoot irrigation systems;
 - 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.
- Proactive contribution to the standardisation of horticultural management practices and procedures, to ensure consistently high standards of presentation;
- Provide assistance to the parks and recreation manager in areas such as standardisation of processes and procedures, reports and audits and maintaining in the system;
- Utilise and maintain all aspects of the parks and recreation electronic management system;
- Comply with all the Health, Safety and Environment management system requirements;
- Comply with GPC's Code of Conduct and lead by example GPC's values and guiding principles:
Growth, Prosperity, Community
Our values represent the essence of our organisation. They are deeply held convictions,

priorities, and underlying assumptions that influence our attitudes, behaviours and shared beliefs – why we are here, what we stand for and what we will strive for “together”.

- Comply with GPC’s policies, standards and procedures in the workplace.

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 the work of this role;
- Ability to carry out tasks using own discretion.

Job Challenges & Impacts

- Awareness of Public Environment and the importance of ensuring safe work practises;
- Prioritisation of work;
- Large scale of operations (Various Work sites);
- Mentoring Trainees/Apprenticeships;
- 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 and Recreation employees;
- Annual operating expenses & budgets for Parks and Recreation section.

Key Relationships

Internal

- Interaction with Parks & Recreation Superintendent and Landscape Maintenance coordinators on a regular basis;
- Interaction with landscape maintenance section:
 - Work successfully within the work group;
 - Cooperate with other employees.
- Supervision of Apprentice/Trainees including mentoring and coaching;
- Minimal interaction with other GPC employees.

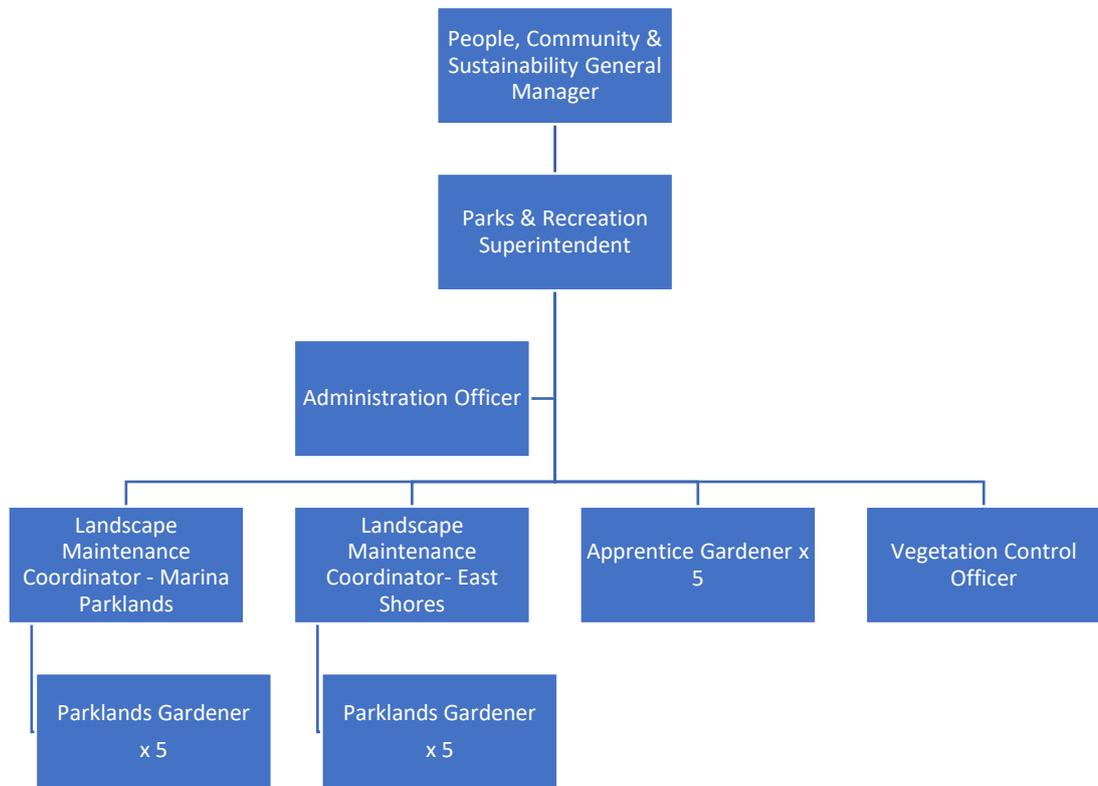
External

- Interactions with general public;
- Interactions with other contractors.

Level of Supervision

Direction is provided on the tasks to be undertaken with 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. Checking is selective rather than constant.

Organisation Chart



Formal Qualifications

- C Class Driver's Licence (manual);
- Certificate III in Horticulture or the equivalent experience in park maintenance;
- Landscaping and irrigation maintenance experience, basic small engine maintenance, ACDC Licence, and Light Rigid Truck Licence – **desirable**.

Selection Criteria

Candidates, please provide detailed examples of how you exhibit the experience, knowledge, and skills required for the position when preparing responses to the selection criteria. Please refer to our Job Applicant Guide for instructions on how to respond to the selection criteria.

Competency	Description
1. Plant Husbandry	<ul style="list-style-type: none">• Ability to identify plants and their cultural requirements;• Understands and applies appropriate tools and techniques to cultivate and sustain plant life.
2. Office Technology	<ul style="list-style-type: none">• The ability to use computer systems and related office technology proficiently. Basic to intermediate level of proficiency in MS Office Suite.
3. Irrigation	<ul style="list-style-type: none">• Demonstrated knowledge of installing and maintaining Polypipe & PVC irrigation systems;• Knowledge of sprinkler and valve types.
4. Safety	<ul style="list-style-type: none">• Ability to proactively promote, influence and engage in a positive safety culture.
5. Communication	<ul style="list-style-type: none">• Demonstrated interpersonal, verbal and written skills including the ability to liaise and create positive relationships inside and outside GPC.
6. Modelling GPC Values & Guiding Principles	<ul style="list-style-type: none">• Our values of Growth, Prosperity and Community underpin our behaviours in pursuit of becoming the most respected Port in the nation. Willingness to understand, demonstrate and encourage the values and behaviours of GPC.