



POSITION DESCRIPTION

SHIRE OF THREE SPRINGS

Gardener/Town Maintenance Officer INFORMATION FOR CANDIDATES

July 2018

Shire of Three Springs – Plant Operator/General Hand

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SHIRE OF THREE SPRINGS



SHIRE OF THREE SPRINGS

Gardener/Town Maintenance Officer

We are seeking an enthusiastic person to join our works team at the shire.

Applicants should possess developed skills in maintaining parks, gardens and general town maintenance and care. Previous experience in a similar position will be well regarded.

Salary will be in accordance with the Municipal Employees Award dependant on experience and qualifications.

Enquiries can be directed to Works Supervisor Greg Stephens on 0427 541 202. A Position Description and Selection Criteria are available on the Shire Website www.threesprings.wa.gov.au or email enquiries can be made to mws@threesprings.wa.gov.au

Applications including the names of two referees must be received by the undersigned by 4:00pm Friday 17th August 2018 and should be addressed to:

'PRIVATE AND CONFIDENTIAL'
The Chief Executive Officer
Shire of Three Springs
PO Box 117
THREE SPRINGS WA 6519

Sylvia Yandle
Chief Executive Officer

2. INFORMATION FOR CANDIDATES

Selection on the Basis of Merit

The Shire of Three Springs is an equal opportunity employer. All applications for a position will be assessed against the same criteria included in the position description.

No application will be considered until after the advertised closing date at which time it will be assessed by a Selection Panel. Selection will be based on which applicant demonstrates the highest merit for the position, their past experience, qualifications and ability to perform the advertised position.

What to include in your application

Your application should include the following information:

- A statement addressing each of the selection criteria
- A copy of your current Resume
- Contact details of two employment referees.

Applications should not be submitted in plastic sleeves, binders or files. Please do not submit originals of important documents such as qualifications and references. Submit photocopies only.

Statement Addressing Selection Criteria

The selection criteria are the most important part of your application. They are the essential skills, knowledge, experience, qualifications and training stated in the position description.

Your application should contain a statement specifically addressing each of the **SELECTION CRITERIA** with examples, which demonstrate how you meet the requirements of each objective.

Resume

You should also attach a copy of your current resume, listing academic achievement, professional training, memberships and relevant employment experience.

Referees

You should include the names and contact details of two referees we can contact to provide information on your past work performance.

One copy only

You should provide us with only one copy of your complete application.

Late Applications

Ensure your application is received prior to the closing date and time, as late applications will not be considered.

Post Application Process

Short listed applicants will be contacted by telephone to arrange an interview. Unsuccessful applicants will be advised in writing.

Pre-employment Medical and Police Clearance

The successful applicant will be required to undertake a pre-employment medical examination prior to commencement at the Council's expense. The successful applicant will be required to provide a Police Clearance (Council will reimburse the cost of this).

Address for Applications

Applications should be marked CONFIDENTIAL, and addressed to:

Chief Executive Officer

Shire of Three Springs

PO Box 117

THREE SPRINGS WA 6519

Further Information

Should you require further information about the position, please contact the Works Supervisor Greg Stephens on 0427 541 202 or mws@threesprings.wa.gov.au

3. ABOUT THE SHIRE OF THREE SPRINGS

Three Springs is a small country town in the mid west of Western Australia, with a unique mix of grain and grazing, mining and government industries within the Shire. The town is situated 313km north-east of Perth, and encompasses an area of 2,629 sq/km.

The Three Springs community offers all the benefits of country living, and the town provides for a variety of sporting and recreational interests. The local sporting club offers lawn bowls, tennis and squash. There is an Olympic sized swimming pool, football, netball, hockey and badminton courts available at the Shire Hall.

The town has a resident Doctor operating from the Shire's fully equipped Medical Centre plus a state of the art Dental Surgery and local Dentist. There is a small hospital and the main street includes a Pharmacy, Hotel, Supermarket, Butcher, Service Stations and rural suppliers plus other local industries.

With the abundance of gorgeous wildflowers in season, close proximity to the beautiful central coastline, and its idyllic bush setting, Three Springs is enjoyed by both residents and visitors alike. Our Shire is also renowned for a variety of rare flora and one of these species is the Eucalyptus Rhodantha (Rose Mallee). It is also the town and shire emblem.

Pre and Primary Schooling is available at Three Springs with secondary Schooling to year 10 (and year 11 and 12 non TEE) at Carnamah and Morawa. The Three Springs Child Care Centre operates from Monday to Friday.

Offering all the services and amenities that people have come to expect in recent years with high standard medical, educational and recreational facilities the Three Springs community continues to thrive.

4. REMUNERATION AND OTHER EMPLOYMENT CONDITIONS

Conditions will be in accordance with the current Municipal Employees (WA) interim award 2011. Council currently works a 9 day 76 hour fortnight.

Hours of Work	7.00 am to 4.00pm (8.5 hours x 8 days). 7.00 am to 3.30pm (8 hours x 1 day) which equates to 76 hours nine day fortnight. 30 minute lunch break each day.
Term	A three month probationary period applies.
Wages	Municipal Employees (WA) Interim Award 2011 Level 4A, Council currently pays above award payment with the current hourly rate of \$23.8121per hour.
Allowances	Industry Allowance \$44.00 per fortnight.
Overtime	To be authorised by the Chief Executive Officer.
Superannuation	Council pays the compulsory superannuation of 9.5% with a further 3% Council contribution available subject to a minimum of 5% personal contribution.
Annual Leave	Four (4) weeks per annum.
Uniforms	Work uniforms will be provided in accordance with Council policy.
Performance Review	A Staff performance review will be undertaken each year.

1. POSITION IDENTIFICATION

Position Title:	Gardener/Town Maintenance Officer
Full Time:	76hrs/week
Award:	Municipal Employees (WA) interim award 2011
Section:	Works and Services

2. POSITION OBJECTIVES

Operate under the direction of the Works Supervisor within the establishment guidelines, procedures and policies of Council. Liaise with Works Supervisor in implementing town maintenance, parks and garden works programs.

Monitor and maintain the Council's town streets, parks and gardens to a high standard of presentation and appearance and ensure all work is carried out within agreed programs and budget constraints, while adhering to OHS standards and safe work practices.

3. KEY RESPONSIBILITY AREAS

- The position is requiring the employee to attend to the general upkeep, improvement and maintenance of the Town's Parks, Streets, Public areas and Facilities.
- Areas of duties specifically include undertaking planting out, watering, tendering and care of the following areas: -
- Main Street Gardens (including Rose Gardens)
- Administration Centre Gardens and Surrounds
- Sports Ground, Building Area and Lawns
- Caravan Park Area
- Swimming Pool Gardens and Lawns
- Three Springs Town Cemetery and assist with the preparation for Funerals
- Street Trees
- Public Open Spaces
- Council Housing (as specified by the Chief Executive Officer)

4. POSITION DESCRIPTION

- Ensure effective pest, weed and disease control in garden bed areas through safe and appropriate application of chemical sprays.
- During watering season employee to monitor the main oval watering schedule and sprinkler systems to ensure even coverage of water onto grassed surfaces. Reticulation, repairs & maintenance to be undertaken as directed by the Works Supervisor.
- Maintain town oval water supply
- Ensure the daily inspection of the Town's Public Toilets, report issues to Works Supervisor.
- Assist in the preparation and annual planting out of designated open space areas with "annuals".
- General slashing, mowing and whipper snipping of all public areas and Council property as directed by the Works Supervisor.
- Routine maintenance of items of small plant (i.e. Chainsaw, mower etc.) as directed.
- General litter control in all public and recreation areas
- Assist in the annual and seasonal pruning of all rose bushes in Main Street, Shire Hall, Shire Administration Centre garden and other Council premises.
- Regular inspection of playground equipment to ensure safety of equipment. Promptly report damage or repairs required to the Works Supervisor.
- Marking out of sporting fields, when directed.
- Maintain reticulation systems as required
- Town Streets Maintenance
 - Street sweeping, storm water drain cleaning and maintenance
- Maintain Swimming Pool gardens and lawns
- Carry out minor handyman tasks as required
- To be self motivated and able to work unsupervised.
- To program work by priority, and be able to adapt when necessary.
- To adhere to, and promote safety in the work place as per the Shires OHS policies.
- To carry out all work efficiently and in a professional manner as per the Shire Code of Conduct.
- To contribute positively and productively to a harmonious workplace and to the fulfilment of all duties.
- To assist the Three Springs CAG Group projects as needed.

- Meet weekly with works supervisor to establish plans and scheduled works
- Other duties as directed.

5. ORGANISATIONAL RELATIONSHIPS

Reports to: Works Supervisor

Supervisor to: Assistant Gardener

Internal Liaisons: Chief Executive Officer
Pool Manager
Other Staff and employees

External Liaisons: Government Departments
Community Action Group
General Public

6. SELECTION CRITERIA

Essential

1. Sound knowledge of chemical handling use and safety.
2. Sound knowledge of fertilisers and application methods.
3. Working knowledge of manual and automatic reticulation systems.
4. Sound skills in the operation of small machinery and hand tools such as skid steer loader, ride on lawnmowers, whipper snippers, hedge trimmers and chainsaws.
5. Sound skills in the operation of Tractors and 3 point linkage PTO slasher/mowers.
6. Horticultural industry experience
7. Hold a current "C" Motor Drivers License.
8. Prepared to undergo a Police Clearance.

Desirable

Basic Life Support First Aid Certificate.

Hold a current "HR" Motor Drivers License.

7. KNOWLEDGE, SKILLS & EXPERIENCE

Skills

Time management skills.

Verbal and written communication skills.

Ability to work in a team and interpersonal skills.

Sound knowledge of First Aid skills.

Sound skills in the operation of small machinery and hand tools such as lawnmowers, edgers, hedge trimmers and chainsaws.

Knowledge

Sound knowledge of Chemical Handling use and safety.

Sound knowledge of fertilisers and application methods.

Demonstrated knowledge of Occupational Health and Safety standards and safe work practice.

Sound working knowledge of reticulation systems (both manual and automatic)

Experience

Experience in horticultural Industry essential.

Qualifications and/or Training

Hold a current "C" class Drivers License.

Preferably hold a certificate of competency in the operation of Chainsaws.

Preferably hold a basic Life Support First Aid Certificate.

Condition of Employment

I acknowledge acceptance of the above conditions of employment for the position of Gardener/Town Maintenance Officer with the Shire of Three Springs.

Name

Sign

Date ____/____/____