

## Position: Gardener

### Position Summary

**1. Department & Management Area**

Works and Services, Parks and Garden Crew

**2. Base Work Location**

Shire of Dundas Works Depot, Mildura Street, Norseman WA 6443

**3. Award/Agreement Coverage**

Conditions of employment are governed by the Local Government Industry Award 2020.

**4. Hours**

38 Hours per week to be worked between 6am and 6pm, Monday to Friday, working a 9-day fortnight, unless otherwise negotiated with the Chief Executive Officer.

**5. Remuneration Level(s)**

Level 1 to Level 5 of the Local Government Industry Award 2020, with over award payments depending on experience.

**6. Delegated Authority**

Nil.

**7. Extent of Authority**

Works and operates within the parameters of Shire's policies and procedures, relevant legislation and as directed by the Chief Executive Officer.

**8. Organisational Structure**

Directly responsible to the Manager of Works and Services



Norseman Woodlands to Eucla Coast

## Shire of Dundas Council

# Chief Executive Officer

SENIOR ADMINISTRATION  
OFFICER

MANAGER WORKS &  
SERVICES

MANAGER  
COMMUNITY  
DEVELOPMENT

Admin and library  
Officer

Accounts Officer

Records Officer

Works Co-Ordinator Officer

Pool Manager

Ranger

Waste Facility Attendants

Works Administration  
Assistant

Town Gardening Crew

Town Maintenance Crew

Roads Supervisor

Road Crew

Cleaner

Youth & Events Officer

Tourism &  
Communications Officer

Jnr Customer Services

Manager of CRC

CRC Trainee

## Norseman Woodlands to Eucla Coast

### 9. Key Duties and Responsibilities

- 9.1 Carry out various parks & gardens maintenance to Councils.
- 9.2 Responsible for materials, tools, equipment, vehicles, and plant in the employees use.
- 9.3 Work under limited supervision either individually or in a team environment.
- 9.4 Responsible for the quality of work performed and time management.
- 9.5 Any other duties as directed by the Works Co-Ordinator, Manager of Works and Services or Chief Executive Officer in relation to Council's area of operation.

### 10. Selection Criteria

#### Essential Selection Criteria

- 10.1 Hold a current WA "C" Class manual Driver's License.
- 10.2 Experience in the operation of specialised hand tools.
- 10.3 Ability to work within a team environment.
- 10.4 Appropriate written and verbal communications skills.
- 10.5 Demonstrated time management and organisational skills.
- 10.6 Sound knowledge of Occupational Safety and Health requirements.
- 10.7 Experience in Parks & Gardens & General Duties Maintenance

#### Desirable Selection Criteria

- 10.8 Hold a current WA "HR" Class License.
- 10.9 Have completed Plant Operation Certificates.
- 10.10 Hold a Horticultural certificate.