

Position Title	Horticulture Supervisor		
Position No	10159		
Directorate	Planning and Environment		
Division	Parks & Environment		
Work Location	Tondoon Botanic Gardens		
Position Status	Permanent Full Time		
Classification Level	Level D		
Employment Conditions	Gladstone Regional Council Certified Agreement		
Award	Local Government Employees Award (Excluding Brisbane City Council) Award State - 2003		
Reporting Lines	Parks and Conservation Senior Coordinator	Position No.	10998
	Manager Parks and Environment	Position No.	10184

PART A

POSITION'S PURPOSE

The purpose of this position is to ensure high presentation standards are achieved and to identify continuous improvement initiatives to raise awareness and recognition of the botanic gardens, whilst providing a high level of service to customers of the gardens.

POSITION'S RESPONSIBILITIES

- Supervise the delivery of quality Tondoon Botanic Gardens (TBG) botanical horticulture and infrastructure operations services.
- Supervise the implementation of infill planting and new installation of garden beds to ensure the Tondoon's living collection is preserved and enhanced continuously.
- Provide technical horticultural advice to all customers.
- Assist the coordinator and contribute to the implementation of the Tondoon Botanic Gardens Strategic Plan.
- In conjunction with the coordinator, contribute to the development and implementation of the operational plan.
- Provide information to the coordinator for the development of the annual Parks and Conservation Project Plan for capital, operation, scientific and other section projects.
- Provide information, as required to the coordinator for the development of the operational budget.
- Update, supervise and implement routine maintenance schedules.
- Ensure customer service requests are actioned and completed; and report issues to the coordinator.
- Provide assistance at onsite meetings and with customers for planned events in the gardens.
- Undertake safe operation of small plant and equipment including Polesaw as required.
- Carry out routine activities including trimming and cutting felled trees.
- Work in a safe manner on or near roadways to complete duties
- Erect road signage for construction or maintenance work ensuring compliance requirements are met.
- Ensure all plant and equipment is returned to storage areas after use and supervises their maintenance.
- Undertake monitoring of weeds, disease and pests in the gardens.
- Effectively and safely use herbicides, fungicides and insecticides to control weeds, disease and pests and take immediate action if spills occur.
- Ensure that loads and cargo is securely restraint prior to transporting.
- Maintain awareness of and be vigilant of the presence of fire ants, report immediately to the Senior Coordinator.
- Complete documents such as daily timesheets, vehicle reports and risk assessment forms accurately and in required timeframes.

ESSENTIAL CRITERIA FOR EMPLOYMENT INTO THE ROLE

1. Diploma in Horticulture (or related discipline) together with substantial experience and discipline knowledge of Australian Native Plants, their identification, growth and nutrient requirements, pest and disease control.
2. Supervisory experience and relevant skills to manage work teams and contractors.
3. Knowledge of and experience promoting and applying Work Health and Safety legislation at work.
4. Keyboard skills and experience using Microsoft Office Suite.

MANDATORY COMPONENTS OF THE ROLE

Mandatory for the position at Council and training will be provided if required.

1. Operate Council corporate business systems.
2. Work Safely in Construction Industry (White Card).
3. Agricultural Chemical Distribution Control (ACDC) Unrestricted Commercial Operators Licence
4. Current Chainsaw Level 1.
5. Training and experience in safe Pole Saw operations.
6. Current Traffic Management Level 1 and 2.
7. Load Restraint & Secure Cargo.
8. Spill Kit Induction and Environmental Awareness.
9. Fire Ant Identification and Reporting.

WORK ENVIRONMENT and PHYSICAL DEMANDS

This position requires immunisation against Hepatitis A/B and Tetanus.

This position is required to work indoor and outdoor and will require periods of sitting at a desk and operating a computer and telephone. The position also requires the employee to work outdoors carrying out physical tasks which may include manual handling, repetitive bending, kneeling, twisting, squatting and lifting.

ORGANISATIONAL RELATIONSHIPS and EXTENT OF AUTHORITY

- This position works under general direction;
- Supervises subordinate employees;
- Required to set outcomes within defined constraints;
- Provides technical advice;
- Freedom to act governed by clear objectives and budget;
- Solutions to problems generally found in precedents, guidelines or instructions;
- Assistance is usually available.

PART B

EMPLOYEE RESPONSIBILITIES

- Understand the requirements and expectations of your role; how it contributes to the purpose of Gladstone Regional Council and where your position sits in the Organisation's chain of command.
- Maintain your own knowledge of, and comply with the *Local Government Act 2009*, *Qld Right to Information Act 2009*, *Environmental Protection Act 1994*, *Qld Information Privacy Act 2009*, Code of Conduct Policy, other Council policies, corporate standards, advices and practices.
- Demonstrate Council's values and comply with Council's Customer Service Charter.
- Maintain confidentiality and be responsible and accountable for your own professional behaviour at work in accordance to the Code of Conduct.
- Manage time, prioritise and organise work tasks to meet scheduled and multiple deadlines.
- Be responsible for the quality and quantity of production of your work according to Council's requirements, your PD and duty statement.
- Attend all coordinated, mandatory training sessions.
- Provide assistance to other GRC employees as required.
- Comply with *Work, Health and Safety Act 2011*, with particular emphasis on Section 17 "Management of Risks" and Section 28 "Duties of Workers".
- Report workplace health and safety concerns and incidents to your Supervisor or log all incidents into Council's safety system LOGOSS and report suspected or confirmed breaches to your direct Supervisor.
- Treat all co-workers with respect and courtesy regardless of their race, colour or creed.

SUPERVISOR RESPONSIBILITIES

- Understand the requirements and expectations of your role as a supervisor.
- Ensure that your team routinely follow Council's Code of Conduct, OH&S and other Council Policies, Corporate Standards, Advices, procedures or guidelines.
- Set the tone, model professional behaviour and foster a spirit of teamwork and unity across your team.
- Oversee the quality and quantity of work produced by your team/s.
- Plan, prioritise and organise work for your team.
- Provide timely communications, job support, feedback, on the job training and encouragement to team members.
- Conduct bi-annual achievement performance reviews.
- Maintain current knowledge of employee skill levels and workload in order to provide appropriate direction and guidance.
- Ensure that each team member has the skill and knowledge to perform their duties.
- Liaise with HR and L&D for the provision of higher level counselling and training when needed.
- Be responsible for providing input into local budgets and work within budgetary guidelines.
- Oversee the responsible use of Council Assets (e.g. tools, vehicles and equipment).
- Keep good records using appropriate Council IT and other systems.
- Comply with *Work, Health and Safety Act 2011*, and log all incidents into Council's safety system LOGOSS and address reports of serious breaches, issues and incidents with employees and if necessary, seek further advice from the Supervisor.
- Ensure the correct use and distribution of vehicles to GRC employees and in accordance to the relevant Policies and Corporate Standards and individual employment contracts.
- Assist in the completion of timesheets and requests for leave ensuring accuracy and approve (where authorised to do so) and forward to payroll within the scheduled timeframe; or forward to the Supervisor for approval.

PART C: SIGN OFF

POSITION APPROVAL

Approved by:	Acting Director Planning and Environment
Revised Date:	26 September 2016

Performance standards for this position will be detailed in an individual bi-annual achievement review plan and may include Key Result Areas and/or Key Performance Indicators.

This position description is not a duty statement and is subject to change from time to time as the position and organisations operations may alter or restructure. Any such re-organisation of duties shall be the subject of discussion with the incumbent. The position description has been developed to provide an overall indication of the position and the type of work performed at this classification. A task list maybe provided to the incumbent by their Supervisor that further details specific tasks required of the position.