



Recruitment Details

Position Title:	Gardener										
Reference Number:	3569										
Portfolio:	Communities										
Location:	Yeppoon										
Employment Status:	Casual										
Enterprise Bargaining Agreement:	Livingstone Shire Council Operational Certified Agreement 2021										
Remuneration Package:	<ul style="list-style-type: none"> Queensland Local Government Industry Award 2017 (Stream B) – Level 4 (\$40.91 per hour, inclusive of site allowance and casual loading) 11.5% Council contribution to superannuation 										
Position Advertised:	External										
Enquiries:	Contact People and Culture on 1300 790 919										
How to Apply:	<ol style="list-style-type: none"> Complete an Application Form Submit a Detailed CV Attached copies of relevant qualifications/tickets and licences 										
Lodge your application via one of the following:	<p>Email to: employment@livingstone.qld.gov.au</p> <table> <tr> <td>Post to:</td> <td>Deliver to:</td> </tr> <tr> <td>People and Culture</td> <td>Livingstone Shire Council</td> </tr> <tr> <td>Livingstone Shire Council</td> <td>Yeppoon Town Hall</td> </tr> <tr> <td>PO Box 2292</td> <td>25 Normanby Street</td> </tr> <tr> <td>YEPPOON QLD 4703</td> <td>YEPPOON</td> </tr> </table>	Post to:	Deliver to:	People and Culture	Livingstone Shire Council	Livingstone Shire Council	Yeppoon Town Hall	PO Box 2292	25 Normanby Street	YEPPOON QLD 4703	YEPPOON
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PO Box 2292	25 Normanby Street										
YEPPOON QLD 4703	YEPPOON										
Privacy Information:	<p>Please ensure you read and understand our privacy information located in the Job Collection Notice as a part of this application kit.</p> <p><u>It is your responsibility to understand and acknowledge these conditions by ticking the relevant box on the Application Form. If you fail to complete this section your application will not be processed.</u></p>										

Job Application Form – Gardener (Casual)

People and Culture



Enquiries: 1300 790 919

Address: PO Box 2292, YEPPOON QLD 4703

www.livingstone.qld.gov.au

PRIVACY NOTICE: Livingstone Shire Council is collecting the personal information you supply on this form for the purposes outlined in the Job Application Collection Notice which is a part of the Application Kit. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

Please complete this Form ensuring that you answer ALL questions and attach it to your resume.

Position Applying For:	Gardener – Casual (reference #3569)	
Surname:		
First Name[s]:		
Preferred Name:		
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____	
Home Address:	Street:	
	Town/City:	
	State:	Postcode:
	Country (if not Australia):	
Postal Address: [if different]		
Email Address:		
Contact Telephone:	Home:	Work:
	Mobile:	
What is the best method of contacting you?	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Email	
How did you find out about this position:	<input type="checkbox"/> The Morning Bulletin	<input type="checkbox"/> Council's Internet website
	<input type="checkbox"/> The LG Job Directory	<input type="checkbox"/> Facebook
	<input type="checkbox"/> Seek	<input type="checkbox"/> Word of Mouth
	<input type="checkbox"/> Other [please specify]	
Are you an Australian Citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If no, do you have a working visa? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a current LSC Employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you been previously employed with Local Government?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Which Council have you previously worked for? _____	

Employment Details
Most Recent Employer:
Employment Dates:
Role/Duties:
Reason for Leaving:
Previous Employer:
Employment Dates:
Role/Duties:
Reason for Leaving:
Previous Employer:
Employment Dates:
Role/Duties:
Reason for Leaving:
Previous Employer:
Employment Dates:
Role/Duties:
Reason for Leaving:

SC1: Please tick to indicate you possess the following mandatory tickets / licences / qualifications:

- Construction Industry Induction (White Card);
- Possess or have the ability to obtain a Commercial Operator's Licence (AC/DC chemical licence);
- Possess or have the ability to undertake Working in Proximity to Traffic Awareness Part 1 and Part 2 online training; and
- Possess and maintain a current motor vehicle driver licence.

SC 2: Please outline your knowledge of servicing and basic maintenance of small plant.

SC 3: Please outline your knowledge of manual handling techniques including chemical storage and safe work practices.

SC 4: Please outline your knowledge of pruning techniques and your experience in using cutting and pruning equipment.

SC 5: Please outline the Workplace, Health and Safety practices that you believe would be relevant to this position.

SC6: Please outline your experience working as a part of a team to accomplish a goal.

Please advise of any other certificates/tickets you may have:

- Excavator
 - Skid Steer
 - Front End Loader
 - Working at Heights
 - First Aid
 - Confined Spaces / breathing apparatus
 - Other _____
 - _____
 - _____
- Backhoe
 - Roller
 - Grader

Do you have the ability to work without direct supervision?

Yes

No

Referees (must be previous employers):

Name:

Name:

Organisation:

Organisation:

Contact Details:

Contact Details:

Do you acknowledge and agree to the collection and disclosure of your personal information, as outlined in the “Job Application Collection Notice”, which is a part of the Application kit?

Yes

No

PLEASE NOTE: YOUR APPLICATION CANNOT BE PROCESSED WITHOUT YOUR CONSENT



Gardener POSITION DESCRIPTION

Position Number:	3569
Portfolio	Communities
Business Unit:	Parks and Facilities
Team:	Parks and Open Spaces
Position Status:	Casual
Classification:	QLGIA (Stream B) Level 4
Reports To:	Team Leader Open Spaces
Revised:	March 2024

General Position Statement:

This position supports Council's direction by carrying out horticultural and arboriculture tasks in the planning, development and maintenance of parks, associated facilities and other areas within the Livingstone Shire Council.

Specific Responsibilities:

This position has the following responsibilities:

1. Ensure allocated areas within the Livingstone Shire Council are maintained to a high horticultural and arboriculture standard.
2. Carry out general gardening and maintenance tasks.
3. Update and maintain weekly schedules for the specific allocated areas.
4. Provide regular maintenance and servicing of all relevant equipment.
5. Carry out plant propagation as required.
6. Carry out horticultural and arboriculture projects as required.
7. Control weeds, pests and diseases including the application of pesticides within the scope of training and knowledge.
8. Conduct visual inspections of park facilities including playgrounds and report accordingly.
9. May be required to supervise and/or assist lower classified officers.
10. Maintain a safe work environment and safe work systems and procedures.
11. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
12. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.



13. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Excellent knowledge of work procedures relevant to the work area.
2. Working knowledge of small machines and tools including maintenance and servicing requirements.
3. Excellent knowledge of manual handling techniques including chemical storage and safe work practices.
4. Sound knowledge of effective pruning techniques and of cutting and pruning equipment.
5. Sound knowledge of the maintenance and installation of irrigation systems.
6. Excellent communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
7. Good time management, planning and organisational skills.

Mandatory Qualifications, Licences and Experience

1. Construction Industry Induction (White Card).
2. Possess or have the ability to obtain a Commercial Operator's Licence (AC/DC chemical licence).
3. Possess or have the ability to undertake Working in Proximity to Traffic Awareness Part 1 and Part 2 online training.
4. Possess and maintain a current motor vehicle driver licence.

Desirable Qualifications, Licences and Experience

1. Certificate III in Horticulture and/or substantial work experience as a gardener/labourer.
2. Horticultural experience and knowledge would be an advantage.
3. Possess and maintain a current Medium Rigid (MR) Class motor vehicle driver licence.
4. Implement Traffic Management Plan (formerly Traffic Management Level 2).

Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.



5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an outdoor environment.
2. Ability to legally operate a motor vehicle under a "MR" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Must be available to work the on-call roster if required.
5. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
6. Ability to be immunised against Hepatitis A&B and Tetanus.
7. The work is intermittently heavy, with periods of prolonged standing, stooping and crouching. The tasks must be performed meticulously and accurately.
8. While all attempts of mechanisation have been implemented to limit manual handling, awkward work postures do exist whilst performing the inherent tasks of this position.
9. This position is classified as medium work. The Dictionary of Occupational Titles defines medium work as: "exerting 9 kilograms to 23 kilograms of force occasionally, or 4.5 kilograms to 11 kilograms of force frequently, or greater than negligible up to 4.5 kilograms of force constantly to move objects. Physical demand requirements are in excess of those for light work".
10. During the course of normal duties the incumbent may be required to perform:
 - Constant dynamic standing/walking;
 - Walking uneven ground;
 - Climbing ladders; climbing in and out of trenches; climbing in and out of vehicles and plant machinery;
 - Frequent bilateral forward reaching;
 - Carrying and handling items up to 25kg occasionally and 35 kg rarely in the case of the whacker packer;
 - Repetitive and sustained bending and stooped positions;
 - Working in awkward postures, and occasionally in confined spaces;
 - Constant handling of equipment, tools and materials;
 - Constant static and dynamic balance.





Delegations and Authorisations:

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.

Acknowledgement:

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Acting General Manager Communities
Signature:	<i>Sonia Tompkinson</i>
Date:	18.03.24
Present Incumbent:	
Signature:	
Date:	





TEAMWORK

- We are one Council, working seamlessly across the organisation to deliver the best outcomes for our community.
- We involve others to design solutions and inform decisions.
- We openly share knowledge and information.
- We care about each other and ask for, and accept, support when needed.
- We resolve issues and conflicting priorities in an open and constructive way.



COMMUNITY

- We are one community and make decisions with our whole community in mind.
- We engage with and listen to our community to understand their needs.
- We support our community to develop resilience and sustainability.
- We effectively and efficiently deliver high quality products and services.
- We respond quickly and constructively.



ACCOUNTABILITY

- We own our actions, successes and failures, and ensure we implement lessons learned.
- We take personal responsibility for everyone's safety.
- We manage and use Council's resources effectively and efficiently.
- We make and communicate decisions and rationale in a timely and inclusive manner and act with transparency.
- We are diligent in delivering on our commitments, and communicating issues early.



POTENTIAL

- We focus on being the best we can be and in-turn inspire others.
- We will be open to change and will pursue opportunities.
- We will continually seek to improve how we do things and build upon each other's ideas.
- We make time to seek and provide feedback to support each other.
- We encourage and support innovation and initiative.



POSITIVITY

- We inquire with curiosity, actively listen to others and are open to new perspectives.
- We approach issues looking for solutions.
- We remain calm and respectful when working through difficult situations.
- We focus on being open and adaptable.
- We invest in our physical and mental wellbeing.