



Weddin Shire Council

Bringing us together, sustaining Weddin into the Future

Position Description

Parks and Gardens Operative

Directorate	Infrastructure Services
Location	Grenfell (Depot) 1C South Street GRENFELL NSW 2810
Classification: Band/Level/Grade	Band 1 Level 2 Grade 3
Position	Temporary Fulltime 38 Hour Week Maternity Relief Position for up to 12 months with possibility of extension
Position Code	P1.4.340
Date position description approved	9 December 2024

Council overview

The Weddin Shire Local Government Area (LGA) covers an area of 345,683 ha of the Central West Region, NSW; adjoining Cowra, Hilltops, Bland and Forbes Shires. Weddin Shire Council was formed out of the voluntary amalgamation of Grenfell Municipality and Weddin Shire areas in 1975. Council operates out of its Administration Building and Works Depot, both located in Grenfell, NSW, and provides services to the 3,700 residents in the Shire. Weddin Shire includes the villages of Caragabal, Greenethorpe, and Quandialla and the rural locality of Bimbi.

Council's Vision is one of a progressive rural locality with a vibrant and welcoming community, rich in both heritage and the natural environment, with a diverse and resilient economy that supports local employment and business.

This position provides a positive opportunity to advance achievement of Council's Mission and Vision, in the community at large.

Council values

A welcoming, friendly and caring community that welcomes equality and participation, that offers a helping hand in times of need, shows deep respect for heritage and environment, values inclusiveness, engagement, freedom of choice, diversity and innovation.

Primary purpose of the position

Ensure delivery of a range of activities associated with horticulture and recreational facilities, improving the 'Feel and Look' of Council parks, gardens, reserves, sporting fields, streetscapes and cemeteries. Activities include seeding, grafting, planting, cultivation and mowing and maintenance, all aligned with Council's Operational Plan and works programs.

Key accountabilities

Within the area of responsibility, this role is required to:

- Perform activities associated with horticulture and related disciplines in Council's parks, gardens, reserves, sporting fields, streetscapes and cemeteries.
- Plan, propagate, plant, cultivate, maintain and landscape, completing related projects.
- Perform routine maintenance activities including marking of sporting fields, ground maintenance, mowing, whipper snipping, trimming, tree lopping/removal and vegetation/weed control.
- Inspect, monitor, complete start up checks and report the status and condition of parks and gardens plant, equipment and systems, including irrigation and telemetry systems.
- Undertake routine maintenance and minor repairs.
- Operate small plant and equipment including push, ride on and zero turn mowers etc, chain saws, brush cutters, blowers and small trucks/utility vehicles.
- Complete relevant paperwork/documentation as required.
- Assist with Traffic Control activities subject to qualification.
- Ensure completion of risk assessments, incident reporting and observance of and compliance with required WHS activity, policy and procedures.
- Ability to work at Council's Villages at Greenethorpe, Caragabal & Quandialla as and when required to perform appropriate work as directed.

Key challenges

- Timely completion of all parks and gardens activity to required standards.
- Community and visitor appreciation of all parks and gardens activity.

Key internal relationships

Who	Why
Director Infrastructure Services, Parks and Gardens Supervisor, Works Coordinator, Workshop Supervisor, Plant and Vehicle (including Trucks) Operators, Traffic Controllers, General Labourers, Human Resources and Finance Staff, Storeperson.	Performance of assigned duties to required standards.

Key external relationships

Who	Why
Town residents and Visitors, Road Users, Contractors, Regulators, Suppliers, TAFE and RTOs.	General appreciation of the performance of required duties to quality standards. Gain training and development.

Key dimensions

Decision making

Day to day quality performance of assigned duties

Reports to

Parks and Gardens Supervisor
Works Coordinator

Essential requirements

- Demonstrated experience in a park and gardens.
- Ability to perform general labouring activities.
- Experience in the operation of small plant and equipment.
- Conduct daily pre-start on plant and equipment, complete documentation and report issues to Supervisor when found.
- Understanding of WHS systems.
- Sufficiently fit to work in an outdoor environment.
- Demonstrated ability to work unsupervised and ability to move between work sites.
- Current NSW Driver's Licence (or Ps).





Desirable

- Chemical user training, as required.
- Experience in horticulture or gardening roles.
- General Construction Induction (White) Card (or ability to obtain).
- Current Class C Drivers Licence
- Traffic Controller Certification (or ability to readily acquire).

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Adept
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Adept
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Adept	<ul style="list-style-type: none"> • Is flexible, showing initiative and responding quickly to change • Accepts changed priorities and decisions and works to make the most of them • Gives frank and honest feedback / advice • Listens when challenged and seeks to understand criticisms before responding • Raises and works through challenging issues and seeks alternatives • Stays calm and acts constructively under pressure and in difficult situations
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters
Resources Assets and Tools	Adept	<ul style="list-style-type: none"> • Contributes quality information about council and community assets to asset registers • Prepares accurate asset maintenance and replacement costings in line with council plans and policies • Is aware of asset management risks and actions to manage and mitigate these

I hereby accept the position of Parks and Gardens Operative, the above position description and associated conditions of employment.

Name _____

Signature _____

Date _____