



## Position Description

### A. POSITION PROFILE

**Position:**

*Apprentice Horticulturalist*

**Position Evaluation:**

*Salary System Grade:  
Training Wage  
Band 1 Level 1*

**Conditions of Employment:**

*Local Government (State) Award 2023  
Permanent Full-time*

**Additional Benefits:**

*Nine Day Fortnight  
12% Superannuation*

**Position Occupant:**

*Vacant*

**Department:**

*Waste, Parks & Gardens and Recreation Services*

**Section/Group:**

*Parks & Gardens*

**Location:**

Cootamundra                       Gundagai

**Direct Supervisor:**

*Operations Supervisor - Cootamundra*

**Number of Staff Supervised by this position:**

*Nil*

### B. STATEMENT OF FUNCTION

Assist with parks and gardens work whilst undertaking the on-the-job training component of a traineeship and learning horticultural skills in the Local Government environment.

### C. KEY RESPONSIBILITIES

1. Provide support for works undertaken by the Parks and Gardens team and the Facilities and Services Section.
2. Attend off-the-job structured training as required by the Training Agreement for the Traineeship, and other short courses as identified.
3. Participate in a team environment by performing tasks within the Waste, Parks & Gardens and Recreation Services Section.
4. Deliver quality customer service to both external and internal customers.
5. Carry out any other duties that are within the limits of the employees' skill, competence, and training.
6. Abide by legislation and policy in regards to Work Health & Safety, Environmental, Equal Employment Opportunity, Privacy and the Local Government Act and regulations and authorising bodies.

**POSITION NUMBER**

**DATE ADOPTED:**  
Jan 2018

**APPROVED BY:**  
Phil McMurray  
General Manager

**LAST REVIEWED:**  
Mar 2026

## D. DUTIES

Duties will vary over the duration of the Traineeship and will be reviewed as the Trainee develops skills, knowledge and experience. Flexibility is a requirement of the position and progress to new duties will be related to subjects completed over the course of study.

1. Local Government Parks and Gardens
  - Observe and maintain environmental work practices.
  - Identify plants and their culture.
  - Identify and control weeds.
  - Control and treat plant pests, diseases and disorders.
  - Prepare, apply, transport, handle and store chemicals.
  - Prepare, plant and maintain plant displays.
  - Prepare and maintain turf surfaces for play.
  - Sample soils and analyse results.
  - Implement plant establishment and nutrition programmes.
  - Operate vehicles, machinery and equipment.
  - Install and maintain irrigation hardware.
  - Operate, program and maintain irrigation control systems
  - Maintain parks, reserves and open spaces, streetscapes and street trees.
  - Carry out any other duties that are within the limits of the employees' skill, competence and training.
  
2. Communication and Teamwork
  - Provide written and verbal information and explain situations.
  - Participate in regular team meetings.
  - Participate in the development and implementation of team plans.
  - Participate in the development and implementation of horticultural plans and amenity improvements.
  - Participate in multi skilling of identified tasks of the team.
  - Undertake relief duties of other team members as required.
  
3. Customer Service
  - Project and promote the image of Council as both positive and efficient through maintaining professional standards and presentation.
  - Promote and participate in efforts to raise service standards through continuous improvement initiatives
  - Attend to enquiries from internal and external customers promptly and professionally and in accordance with Council's Code of Conduct and Service and Communications Policy.
  - Communicate effectively and sensitively with both internal and external customers.
  - Objectively solve disputes and/or problems that may arise with internal and external customers.
  
4. Legislation
  - Exercise duty of care for the health and safety of themselves and others.
  - Cooperate and comply with Council's WHS Policy and Program.
  - Report all incidents, accidents, illnesses and any risks to health and safety.
  - Ensure that all dealings with internal and external customers are undertaken fairly and without discrimination.
  - Promote and comply with equity, diversity and EEO policies and initiatives in the work place
  - Ensure that all requirements of the Local Government Act, regulations and authorising bodies are complied with.
  
5. Carry out any other duties that are within the limits of the employees' skill, competence, and training.

## **E. ESSENTIAL CRITERIA**

1. Demonstrated genuine interest in a horticultural trade.
2. Eligibility for Australian Apprenticeship registration in accordance with the Training Services NSW requirements.
3. Minimum Year 10 Record of School Achievement or equivalent with demonstrated aptitudes in Mathematics, Science and English.
4. Commitment to ongoing training and personal development.
5. Demonstrated verbal and written communication skills.
6. Proven ability to interact courteously and effectively in a range of situations.
7. Proven ability to work effectively in a team environment.
8. Current Drivers licence (or ability and commitment to obtain one within the year).
9. Ability to undertake heavy manual work and willingness to work out of doors in all weather conditions.
10. WorkCover General Induction for Construction Work training (White Card)
11. Working knowledge of roles and responsibilities under the WHS Act 2011.

## **F. DESIRABLE CRITERIA**

1. Understanding of the role, procedures, and functions of local government.