

Position Description

Leading Hand Horticulture (Reserves Team)

Your role:	Leading Hand Horticulture – Reserves Team
You will report to:	Work Group Leader Horticulture
Your Directorate:	Environment & Infrastructure
Your Salary Level:	Municipal Employee Leading Hand Grade 7 Year 1 (\$80,239.44 to \$82,261.82)
Special Conditions:	Work out of hours and start from alternative locations may be required A satisfactory Working with Children Check A satisfactory Medical Clearance A satisfactory Driver History Check and National Police Check

Position Overview

This position will contribute to the delivery of key actions associated with Council's Horticultural maintenance programs. You will lead the Horticulture Reserves team dedicated to the implementation of new or improved Horticulture services. You will directly deliver various horticultural works including but not limited to; grass slashing, turf mowing, vegetation pruning, weed management, vegetation management, public realm maintenance, garden bed maintenance, application of chemicals, tree and plant renewal. This hands-on field-based role directly works alongside and supervises two (2) team members to undertake a variety of essential works. The incumbent is required to provide constant oversight of WHS and worksite management matters. The position directly reports to the Work Group Leader Horticulture and is responsible for their teams' daily functions.

You will undertake field-based duties in a variety of work environments across the Council district, utilising a broad variety of machinery and hand tools. This hands-on field-based position is required to both work alongside and supervise employees who hold a range of skills and experience. You will be required to maintain constant oversight of the teams WHS and worksite management matters. The position is directly responsible for their team's daily functions and will actively engage with the community to aid the implementation of work actions. You will be responsible for the daily maintenance and safe operation of specialised plant.

The Incumbent will be required to undertake all duties with a focus on Workplace Health and Safety as a priority. When required, an employee with associated competencies can be aligned to other teams in the Environment and Infrastructure Directorate to help Council deliver their mission, strategic plan and customer outcomes. The incumbent will make decisions within a changing environment in accordance with Council policy, procedures, organisational standards and the relevant legislation with assistance and guidance from the Work Group Leader, Coordinator Horticulture and Manager Open Space.

About the Team

You will be part of a Directorate dedicated to shaping a vibrant and thriving community through visionary leadership, active collaboration, continuous improvement and a commitment to excellence in service delivery. You will be part of a team that fosters strong community connections and strives to deliver outstanding outcomes for our Environment and Public Spaces. Guided by the principles of the Customer Service Framework, Council employees are passionate about providing exceptional service that places our community at the heart of everything we do.

Our Organisation

Adelaide Hills Council is a dynamic and community-focused organisation, committed to enhancing the quality of life for our residents. Nestled in a picturesque region, we take pride in delivering innovative services and fostering strong connections within our community. As part of our team, you'll be contributing to meaningful projects that make the Adelaide Hills a great place to live, work, and visit.

Our values

Grounded In Trust	Build strong foundations through respect, safety, integrity and transparency
Cultivating Connections	Engage with each other and our community to create a thriving, collaborative environment
Nurturing Excellence	Deliver with pride to achieve the best outcomes and celebrate our success
Sowing Seeds for Tomorrow	Foster growth and innovation for a sustainable future

Your Stakeholders

Internal	All employees across the organisation
External	Community individuals and groups, regulatory bodies and Government departments, including Local Government bodies, suppliers, consultants and contractors

Work Health & Safety

As part of your responsibilities, you will actively support a safe and healthy workplace by following Council's Work Health and Safety (WHS) policies and procedures. This includes taking reasonable care for your own safety and that of others, using provided protective equipment, following instructions, and reporting hazards, injuries, or incidents promptly. Your proactive participation in safety initiatives and adherence to the WHS Act 2012 (SA) ensures a safe working environment for all.

Policy and Procedure

Adhere to council policies, procedures, guidelines and standards, in particular, but not limited to, our Organisational Values and Code of Conduct for Employees.

Position Responsibilities

- Ability to assess safety, manage time, set priorities and plan workload.
- Supervise both experienced and new employees to implement works.
- Comply with Council's WHS, Injury Management (IM) and Risk Management requirements.
- Maintain Council's property, infrastructure and assets by implementing Horticultural and Vegetation annual maintenance programs. Undertake other duties as required/directed.
- Respond to reactive works and mitigate high risk defects or high priority issues as they arise. Complete works within timeframes prescribed by agreed service standards.
- Ensure teams works are completed in compliance with relevant legislation and standards.
- Contribute to workplace continuous improvement processes and team progression.
- Operate and maintain plant safely, including trucks, vehicles, trailers, mowers small plant and specialised plant.
- Ensure the upkeep of tools and machinery in a clean, safe and operational condition.
- Support other field services tasks as required to meet seasonal and operational demands.

Position Criteria

Technical Knowledge & Experience	• Demonstrated ability to supervise operational staff. • Up to date of current industry knowledge and practices. • Ability to manage time, set priorities and plan workload. • Experience using asset management systems such as Confirm and or other asset management systems • Effective analytical and problem-solving skills. • Ability to implement maintenance programs and plans according to Council's quality standards. • Experience implementing and complying with WHS and risk management policies and procedures.	Essential
Collaboration and Communication	• Ability to work cooperatively in a team environment. • Actively contribute to a supportive team environment. • Sound communication and interpersonal skills.	Essential
Qualifications (or willingness to undertake training)	• Certificate III in Horticulture and/or equivalent experience in similar field • Temporary Traffic Management or Work Zone Traffic Management ticket (RIIWH205E & RIIWH302E) • ChemCERT accreditation. • Medium Rigid (MR) truck licence.	Essential
	• Chainsaw accreditation and experience (AHCMOM213) • Front End Loader licence. • Heavy Rigid (HR) truck licence.	Desirable
Customer Service	• Demonstrated commitment to outstanding customer service improving the customer's experience.	Essential
Government Experience	• Experience working in a government environment • Knowledge of relevant legislation including Work Health and Safety Act 2012 (SA), Native Vegetation Act 1991 (SA).	Desirable
Corporate Experience	• Experience using Office 365 and corporate technology.	Essential
Finance Delegations	• Nil	
People Leadership	• Ability to manage up to 6 direct staff reports • Ability to maintain effective professional relationships with staff and maximise staff potential.	Essential

Job Requirements Guide

Frequency guide	
1. Constant (ongoing, occurs daily)	2. Frequent (occurs 1-2 times daily)
3. Occasional (occurs 2-4 times per week)	4. Infrequent (occurs once per week or less)

Physical	Essential task Y/N	Frequency				Comment
		Constant	Frequent	Occasional	Infrequent	
Standing	Y	X				
Walking	Y	X				
Sitting	Y	X				
Bending /twisting the back	Y	X				
Bending /twisting the neck	Y	X				
Kneeling/squatting/ crouching	Y	X				
Climbing e.g. stairs/steps/ladders	Y	X				
Reaching forward /sideways >30 cm	Y	X				
Working with hands above shoulder height	Y	X				
Lifting/carrying e.g. plants, fuel containers (20 litres), logs, chainsaws, backpack blowers, branches, timber	Y	X				Anything heavier than 20 kg generally requires two or more persons to lift. Tree branches / small plant need to be assessed.
Pushing/pulling/dragging	Y	X				Branches / Small plant
Gripping/grabbing	Y	X				Hand tools e.g. secateurs, shovels
Fine hand coordination	Y	X				Pruning tasks
Holding/supporting any object or person	Y	X				

Environmental						
Work in an indoor/outdoor environment	Y	X				Outdoor
Work at heights	N				X	EWP's over 11m
Work in confined spaces	N				X	No confined space entry
Operation of equipment/ machinery, or work performed in close proximity to moving parts/objects e.g. computer, photocopiers, paper shredder, security swipe pass, printing press machines, kitchen equipment, urn, cutlery	Y	X				Hand blower 5kg, hedge trimmer 5.5kg, chainsaws 6kg, etc.
Exposure to noise	Y	X				
Contact with chemicals/ cleaning products e.g. printer toners, car washing cleaners	Y		X			Fuels and herbicide chemicals
Exposure to fumes/dust	Y	X				
Managing security/private information	N			X		

Interpersonal						
Interaction with customers/members of the public e.g. face-to-face, answering phones	Y		X			
Dealing with highly emotional/ conflict situations	Y		X			
Dealing with difficult/complex negotiation of a personal nature	Y			X		
Working in a team requiring maintenance of relationships/ communication with others	Y	X				
Working in isolation or with limited interpersonal interactions/ supervision	Y		X			
Working in a busy environment where time pressures and / or fast work pace maybe required with frequent interruptions	Y			X		
Appearance and grooming, dress standards e.g. office attire, smart casual, uniform, covered shoes, personal protective equipment (PPE)	Y	X				PPE & uniform supplied