

Position Description

Team Member Horticulture

Your role:	Team Member Horticulture
You will report to:	Leading Hand Horticulture
Your Directorate:	Environment & Infrastructure
Your Salary Level:	Municipal Employee Grade 5 Year 1 (\$74,222.71 to \$76,166.50)
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 contributes to the objectives of the Open Space department by undertaking field-based Horticulture duties in a variety of work environments across the Council district. The incumbent may also contribute to projects and activities related to Council's infrastructure, construction, maintenance plans and programs. 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 Open Space department to help Council deliver their mission, strategic plan and customer service outcomes.

This position works within a field-based, team environment. 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 Leading Hand, Work Group Leader, Coordinator Horticulture and Manager Open Space.

This position will contribute to the delivery of key actions associated with Council's Horticulture program. This role will be dedicated to implementing new or improved Horticulture services. This hands-on role will directly deliver various works including but not limited to, grass slashing, turf mowing, vegetation pruning, weed management, vegetation management, garden bed maintenance, cemetery interments, tree and plant renewal, public realm maintenance, application of chemicals, playground audits and compliance works.

The incumbent will be required to undertake all aspects of the Horticulture teams work actions utilising a broad variety of machinery and hand tools. The position will directly report to one of the three Leading Hand Horticulture staff member positions.

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

- Maintaining Council's property, infrastructure and assets by assisting with the implementation of programmed and reactive Horticulture and Vegetation programs.
- Comply with Council's WHS, Injury Management (IM) and Risk Management requirements.
- Contribute to process improvements and updates.
- Deliver Horticulture maintenance services and renewal programs as requested.
- Undertake other duties as required/directed.
- 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.
- Support workflow process improvements to improve efficiency of work practices.

Position Criteria

Technical Knowledge & Experience	• Experience in implementing Horticulture works or works within similar related discipline. • Up to date of current industry knowledge and practices. • Ability to manage time, set priorities and plan workload. • 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 these fields • 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 • Working knowledge of relevant legislation including Work Health and Safety Act 2012 (SA), Native Vegetation Act 1991 (SA).	Desirable
Corporate Experience	• Working knowledge of Office 365 and corporate technology.	Essential
Finance Delegations	• Nil	
People Leadership	• Nil	

Job Requirements Guide

Frequency guide

1. Constant (ongoing, occurs daily)
3. Occasional (occurs 2-4 times per week)

2. Frequent (occurs 1-2 times daily)
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 need to be assessed.
Pushing/pulling/dragging	Y	X				Branches and small plant
Gripping/grabbing	Y	X				Hand tools e.g. secateurs, trowels, 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	Y				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	N				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