

Trainee Parks and Reserves

Operations Parks and Reserves

Position Number PR4252

About the role

This **Trainee** position will complete a relevant formal qualification while gaining knowledge and practical experience within the Parks and Reserves work program. Under direct supervision, the **Trainee** will work alongside the broader Parks and Reserves team to support and assist in delivering its operational plans.

The role will see you support the Parks and Reserves team in the maintenance, operation and construction of the municipality's Parks, Reserves, Recreation and Cemeteries facilities. Day to day operations of work include undertaking the maintenance and improvement of the parks, reserves, verges and public open spaces, as well as providing weed and foliage control.

Role specific accountabilities

- Commitment to undertake all training requirements and successfully complete a relevant formal qualification.
- Perform duties and complete training in accordance with the registered training plan.
- Maintaining a record of training, such as a training record book and attending meetings to review progress against the training plan, as required.
- Assist in the maintenance, repair, operations, and planting of public gardens, parks, and streetscapes, identification and pruning of plants, nursery assistance, and maintaining the health of plants in parks and gardens.
- Once suitably trained, operate small plant in the correct manner, ensure maintenance undertaken and logbooks where requested are correctly completed.
- Complete tasks assigned within the appropriate timeframe.
- Visibly show commitment to health, safety and quality through participation in informal discussions and structured toolbox talks. This includes hazard/near-miss/incident reporting
- Minimise damage or loss to Council assets in your control and report any damage, loss or exposures to Council observed.
- Participate in training and development that supports continuous improvement and ensures a high standard of service delivery.
- Participate and contribute positively as a team member to achieve to agreed work plans and team objectives.
- Actively participate in organisational change and the establishment of effective systems and processes.
- Any other duties as reasonably directed.

Fitness for Work

This position requires the incumbent to be physically able to do any and all the following tasks for reasonable periods:

- Kneel and squat
- Work on uneven surfaces
- Lift and carry irregular workloads
- Entering and exiting plant and vehicles
- Twisting, bending, lifting and carrying
- Working in adverse conditions including cold and wet weather, and
- Repetitive movement.

Enterprise specific accountabilities

All employees have enterprise-wide accountabilities for which they are responsible. These include:

- Taking care of your own health and safety and the health and safety of other people.
- Delivering positive outcomes for the Burnie community by taking a customer-centric focus in everything you do.
- Contributing to the achievement of Council's overall strategy and operating deliverables.
- Demonstrating constructive behaviours in line with Council's **Behaviours Framework** to build and nurture a strong and positive workplace culture that embraces teamwork and shared values; and
- Complying with all obligations necessary including abiding by relevant laws, legislation, regulations, standards, codes and Council's policies and procedures, in particular Council's **Code of Conduct**.

To be successful

Desirable

- Successful completion of Year 10
- Current "C" Class Drivers Licence (or the ability to obtain)

Essential

- Commitment to undertake and complete Certificate III in Horticulture.
- A strong interest in and basic knowledge of Horticulture and in the maintenance of parks and gardens.
- Sound written and verbal communication skills.
- Sound literacy and numeracy skills.
- Developing computer operation skills.
- Experience in operating in a team environment, in particular sharing workloads and supporting colleagues in a positive manner.
- Experience in achieving desired outcomes by following instruction and procedure.
- Basic problem-solving skills.
- Ability to multi-task and to meet agreed timeframes.
- Understanding of basic work, health and safety responsibilities.



Who you will work with

This role reports to **Team Leader Parks and Reserves**. You are expected to work closely with them, the broader Parks and Reserves Team, and the Executive Management Team (EMT) to assist the organisation in achieving strategic and operational objectives.

You are expected to work collaboratively and inclusively with all internal and external stakeholders, effectively communicate and build trust through mutual respect and accountability.

Other important information

Location: Works Depot – 17 Three Mile Line Road BURNIE TAS 7320

Employment type: Full-time, 2-Years Fixed-Term

Hours: 38 hours

Classification: Trainee

Other employment information can be found here: <https://www.burnie.tas.gov.au/Council/Jobs-at-Council>