

POSITION DESCRIPTION

Position Title:	Horticulture Trainee
Position Number/s:	INF-L41
Employment Type:	Full time limited tenure for up to twelve (12) months
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Order – Apprentices' and Trainees' Wages and Conditions (excluding certain Queensland Government Entities) 2003
Classification:	Trainee
Directorate:	Infrastructure Services

POSITION OBJECTIVE

Under supervision, the Horticulture Trainee will learn and develop a range of competencies in order to complete a Certificate II in Horticulture through formal and on the job learning activities. The Trainee will assist with general open space maintenance related to the function of Council's Open Space assets.

ORGANISATIONAL RELATIONSHIPS

Reports to: Open Space Leading Hand

Directly Supervises: Nil

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

KEY RESPONSIBILITIES

1. Under supervision undertake a range of tasks related to open space maintenance, street cleaning maintenance and beautification of Council's Open Space assets.
2. Under supervision safely operate and maintain a range of plant and equipment associated with Open Space activities.
3. Work effectively under supervision as part of a small team.
4. Undertake allocated tasks effectively and efficiently within established time objectives as required/directed.
5. Undertake routine administrative tasks.
6. Complete the requirements of a relevant Certificate II which requires a commitment to studying in the incumbent's own time.
7. Achieve the milestones set out in the individual Training Plan.
8. Undertake internal training opportunities as identified.
9. Comply with Councils Workplace Health and Safety Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the Work Health and Safety Act 2011. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure.

POSITION DESCRIPTION

10. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

Knowledge, skills and abilities:

Essential:

- Demonstrated experience and/or interest in horticulture or related activities.
- Sound numeracy and literacy skills, with an ability to operate basic computer and electronic devices.
- Effective and efficient time management skills with the ability to apply attention to detail.
- Computer skills including experience in the use of the Microsoft Office suite of applications, in particular, Outlook, Word and Excel.
- Sound understanding of confidentiality with the ability to work with sensitive information and maintain discretion.
- Good verbal and written communication skills including the ability to liaise with a wide range of people at all levels.
- Eligibility for First Start funding under the Skilling Queenslanders for Work initiative.
- Demonstrated enthusiasm to obtain and ability to commit to completing a Certificate II in Horticulture

| Education/Qualifications |

Essential:

- Minimum education level of completion of Year 10 or equivalent and/or relevant work experience.

| Licences |

Essential:

- Possession and maintenance of a Queensland 'C' Class Driver Licence (or ability to obtain).

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position requires the incumbent to undertake field work exposed to inclement weather.
- The ability to carry out the physical requirements of the position – manual handling, physical labour.
- This position may be required to work weekends and/or overtime as directed.
- This position may be required to work and camp throughout the Council region.
- This position may be required to work on a rotational roster of early and late shifts in each fortnightly pay period.
- Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

POSITION DESCRIPTION

POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Manager: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____