

# APPLICATION KIT

## Labourer Gardener- ESP056

Enquiries: Bill Higham

Telephone: 1300 622 529 (1300MACKAY)

### Applications:

1. Complete attached 'Application for Employment' or submit resume

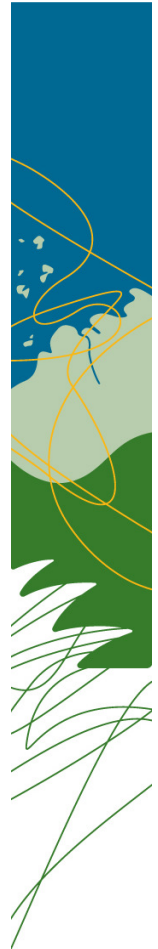
2. Applications can be submitted by:

**Website:** Apply online at [www.mackay.qld.gov.au/employment](http://www.mackay.qld.gov.au/employment)

**Email:** [jobs@mackay.qld.gov.au](mailto:jobs@mackay.qld.gov.au)

**Fax:** 07 4944 2420

3. Closing date: **Friday 10 July 2009**



## General Conditions of Employment

Position:	Labourer Gardener
Classification:	3
Award:	Mackay Regional Council Certified Agreement 2008
Weekly wage:	\$781.88
Location:	Mackay
Leave:	Wage is based on 4 weeks annual leave Annual Leave Loading 17.5%
Roster:	9 day fortnight
Superannuation:	<p>Under current arrangements contributions to superannuation, membership of the Local Government Scheme is available on appointment at the employee's election, or compulsory on completion of twelve (12) months service. Employee contribution – 6% of salary, Council contributes 12% of salary.</p> <p>If you choose not to contribute in the first 12 months, employer contribution of 9% apply.</p>
Other employee benefits:	<p>Currently you will have access to the following:</p> <p>Performance @ Work – The program provides Council employees and their families access to various discounts at local retailers including 5% discount at:</p> <ul style="list-style-type: none"><li>• Woolworths</li><li>• Coles</li><li>• Mitre 10</li><li>• Big W</li><li>• Tandy</li><li>• BWS</li><li>• Dan Murphy's</li><li>• Woolworths Caltex</li><li>• Corporate rate gym membership</li></ul>



After reviewing the skills required in the Position Description, please list your relevant transferable skills that match those outlined.


**Work History (starting with most recent position)**

Position Title:

Organisation:

Duration of Employment:

Key responsibilities:

1.

2.

3.

4.

Position Title:

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1.

2.

3.

4.

**Work Related Referees**

Please note: adding names below gives permission for Mackay Regional Council to contact your contacts for the purposes of a reference check

Name:

Position:

Phone Number:

Name:

Position:

Phone Number:

Do you have any physical or psychological conditions that may prevent you from carrying out the duties within this position?  Yes  No

**Additional information**

I hereby make application for employment and declare the particulars contained in my application to be true and correct. If my application is successful, I understand and agree that any false particulars I have made will render me liable to dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Labourer-Gardener

### Position Description

<b>Level:</b>	Level 3 (Outside)
<b>Program:</b>	Parks and Environment
<b>Department:</b>	Engineering Services
<b>Review Date:</b>	June 2009

### Position Objective

Provide Horticulture maintenance and labouring support to work teams supervised by the Parks Ganger/Horticulture Supervisor. Attend to scheduled development and maintenance activities and contribute to the completion of work tasks generated by Council, residents and external customers.

### Position Environment

Although this position is presently located at Ness Street Depot, you may be required to undertake duties at any Council depot or building.

### General Responsibilities

1. Assist in the maintenance of horticultural and grass operations with the ability to maintain plant communities and treat and control weeds, pests and diseases
2. Report and upon direction repair damaged or depreciated park and garden infrastructure
3. Install and maintain drainage and irrigation systems
4. May be required to clean toilet amenities and BBQ's
5. Sound working knowledge of operation and maintenance of small plant and equipment
6. Other responsibilities as delegated by Management within the scope of this position

### Workplace Health and Safety *(as per the Workplace Health and Safety Act 1995)*

1. Comply with instructions given for workplace health and safety
2. Use personal protective equipment if the employer provides it and if you're properly instructed in its use
3. Not wilfully or recklessly interfere with or misuse anything provided for workplace health and safety at the workplace
4. Not wilfully place others at risk
5. Not wilfully injure yourself

### Qualifications and Experience

Essential

- Current “C” licence
- General Construction Blue Card
- “MR” licence **OR** willingness to obtain within 12 months
- RTF30103 Horticultural Traineeship or equivalent **OR** willingness to obtain if required

#### Desirable

- Experience in the repair and installation of irrigation equipment
- Experience with working in public gardens/landscaping
- Experience in the use of herbicides and pesticides
- AC/DC Ticket
- Chainsaw Level 1

#### Skills

##### Essential

- Sound experience in horticultural practices in the development and maintenance of horticultural features
- Sound experience in the operation and maintenance of specialist machinery associated with the development and maintenance of horticultural and landscape features.
- Ability to communicate with staff and supervisors and follow written communication when required.
- Ability to work and participate in a team oriented work environment.

##### Desirable

- Ability to install, maintain and repair computerised irrigation systems

#### Knowledge

- Sound horticultural knowledge
- Environmental best practice principles
- Sound working knowledge of operation and maintenance of small plant and equipment
- Sound knowledge of Integrated Pest Management principles

#### Special Requirements

- Some out of hours work is expected.
- Opportunity to participate in weekend overtime rosters.

#### Key Performance Indicators

1. Flexibility and adaptability to be able to complete a wide range of horticulture, grass and road maintenance responsibilities within a team situation

2. Successfully undertake RTF30103 Horticultural Traineeship or willingness to undertake if required
3. Obtain MR licence within 12 months of starting with MRC
4. Maintain a standard of personal physical fitness to perform tasks of the role

**Organisational Relationship**

Reports to: Parks Maintenance Coordinator through the Horticulture Supervisor and Ganger

Responsible for the supervision of: Trainees and temporary staff if required

Internal Liaison: Mackay Regional Council staff.

External Liaison: General public and Contractors.

**Extent of Authority**

*Nil*

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Appointee:

Acceptance Date: \_\_\_\_ / \_\_\_\_ / 2009

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## Selection Criteria

### Labourer - Gardener

Licence and tickets	Essential
Sound knowledge of horticultural and grass maintenance principles and practices, preferably including the installation, operation and maintenance of irrigation systems	20%
Ability to adapt to changing work environments and/or conditions while maintaining a positive attitude and a commitment to continuous improvement	20%
The operation and maintenance of small plant and equipment	10%
The ability to work effectively and productively within a team or independently	25%
Demonstrated commitment to quality customer relations	10%
Commitment to a safe and pleasant work environment including safe methods of work in accordance with the Workplace Health and Safety Act 1995, relevant Policies and Procedures and adherence to both State and Federal Equal Employment Opportunity legislation.	15%