



# PARKS AND GARDENS TEAM MEMBER

## Application Package

Contact

Ben Forbes

[bforbes@dowerin.wa.gov.au](mailto:bforbes@dowerin.wa.gov.au)

(08) 9631 1202





## PARKS AND GARDENS TEAM MEMBER

### ABOUT THE ROLE

An opportunity exists for a dedicated and self-motivated individual to join our Infrastructure and Projects team as a Parks and Gardens Team Member. Reporting to the Parks and Gardens Team Leader, this position is responsible for the maintenance and enhancement of Council's parks, gardens, and sporting facilities to ensure they remain safe, functional, and visually appealing. The role also involves maintaining irrigation systems, overseeing the upkeep of the town's sewer infrastructure, and ensuring compliance with Work, Health, and Safety regulations.

### ABOUT THE SUCCESSFUL CANDIDATE

You will undertake key responsibilities in a professional, efficient, and timely manner, contributing to Council's goal of maintaining high-quality public spaces. You are a motivated and adaptable individual who takes pride in your work and can perform a variety of tasks both independently and as part of a team. You will play a key role in the upkeep of the Shire's parks and gardens, ensuring these spaces are well-maintained and accessible to the community. Additionally, you will contribute to a strong safety culture by following safe work practices and assisting in the promotion of Work, Health & Safety across the organisation.

### WHAT WE OFFER

This position offers employment terms and conditions in accordance with and above the *Municipal Employees (Western Australia) Award 2021*.

### ADDITIONAL DETAILS

The position description is available on the Shire's website [www.dowerin.wa.gov.au](http://www.dowerin.wa.gov.au), which provides an overview of the role. Confidential enquiries can be directed to Ben Forbes, Manager of Infrastructure and Projects, on 9631 1202 or via email to [bforbes@dowerin.wa.gov.au](mailto:bforbes@dowerin.wa.gov.au).

### TO APPLY

Applications marked 'Private & Confidential - Parks & Gardens Team Member' and should be submitted via email to [ceo@dowerin.wa.gov.au](mailto:ceo@dowerin.wa.gov.au) or can be posted to the Shire of Dowerin, PO Box 111, Dowerin WA 6461. Applications must be received by **4.00pm Friday 11 April 2025**. Late applications will not be accepted.

**Manisha Barthakur**  
**CHIEF EXECUTIVE OFFICER**

#### Please Note:

Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant police checks, pre-employment medicals and to provide evidence of all claimed qualifications prior to commencing employment

# REMUNERATION

An attractive remuneration package is offered and is to be set in accordance with the *Municipal Employees (Western Australia) Award Level Four (4)*.

Classification	Level Four (4)
Hourly Rate	\$40.65 - \$42.13 (including casual loading) – dependent on experience
Industrial Allowance	As per <i>Municipal Employees (WA) Award 2021</i> .
Superannuation	11.5% as per Superannuation Contribution Guarantee.
Uniform Allowance	As per Shire Policy.
Gym / Pool Membership	As Per Employee Health & Wellbeing Policy.
Probation Period	3 Months.
Base Working Hours	76 hour/9-day fortnight.
Location	Shire Depot and On-site.

## **Industrial Agreement**

Employment conditions are in accordance with the *Municipal Employees (Western Australia) Award 2021*.

## **Overtime**

No overtime is payable unless you have prior approval, authorised in writing, from your supervisor.

## **Annual and Personal Leave**

Casual Loading applies in place of Annual and Personal Leave Entitlements.

## **Long Service Leave**

As per the Local Government Long Service Leave Regulations.

## **Probation Period**

A 3-month probationary period is applicable to this position. At the successful completion of this period your continuity will be recommended to the Chief Executive Officer for confirmation. The period of probation can be extended by the Manager for an additional period of no greater than 3 months.

## **Website:**

The Shire website [www.dowerin.wa.gov.au](http://www.dowerin.wa.gov.au) contains substantial information about Dowerin and the Shire.

# POSITION DESCRIPTION

## Parks and Gardens Team Member

Created February 2023



<b>Department</b>	Infrastructure and Projects
<b>Award</b>	<i>Municipal Employees (Western Australia) Award 2021</i>
<b>Level</b>	Four (4)
<b>FTE</b>	Casual

## POSITION OBJECTIVES

Collaborating as part of a team, this role contributes to achieving the Shire of Dowerin's strategic goals as outlined in the Strategic Community Plan and Corporate Business Plan. Responsibilities include maintaining and enhancing Council's parks, gardens, and sporting facilities to a high standard, ensuring these spaces remain well-kept and accessible to the community. Additionally, the role involves overseeing the efficient operation and upkeep of Council's sewer systems, ensuring they function reliably and meet required standards.

## ORGANISATIONAL RELATIONSHIPS

<b>Reporting to:</b>	Parks and Gardens Team Leader
<b>Liaison with:</b>	Shire Staff and Management, Community Members and Organisations, Contractors and Suppliers

## ORGANISATIONAL STRUCTURE

Refer to Appendix A.

# KEY RESPONSIBILITIES

## OPERATIONAL

- Carry out duties as allocated by the Team Leader or Manager of Infrastructure and Projects.
- Undertake works and services, including refuse removal, town maintenance, irrigation maintenance, sewer maintenance, cemetery upkeep, grave digging, and tree lopping.
- Be self-motivated and capable of working independently.
- Ensure that all Council tools, equipment, machinery, and plant are maintained in good working order and used in accordance with the operator's manual, Council guidelines, and relevant legislation.
- Maintain service and logbooks for machinery and complete daily pre-start checks.
- Participate in on-the-job and structured training, performance reviews, and professional development to ensure skills remain up to date and meet the requirements of the role.
- Perform assigned tasks efficiently and professionally, demonstrating respect for colleagues, Council staff, ratepayers, and the public.
- Undertake any other duties as directed by the Parks & Gardens Team Leader, Manager of Infrastructure and Projects, or Chief Executive Officer.

## WORK, HEALTH AND SAFETY

- Take responsibility for your own health and safety, as well as the safety of others in the workplace.
- Actively participate in the development and implementation of safe work procedures.
- Engage in workplace health and safety training as required.
- Comply with work health and safety (WHS) legislation and adhere to the Shire's WHS policies and procedures relevant to the role.
- Always follow safe work practices and operating procedures.
- Report hazards, incidents, or near misses to the Manager of Infrastructure and Projects or the Asset & Works Administration Officer.

## RISK MANAGEMENT

- Comply with the Shire's risk management policies and procedures.
- Responsible for reporting possible risks in relation to operational procedures.

# REQUIREMENTS OF THE JOB

## SKILLS AND KNOWLEDGE

- Proven ability to work effectively within a team environment to achieve shared goals.
- Self-motivated and capable of performing a variety of tasks, including physically demanding work.
- Ability to follow instructions and work independently with minimal supervision.
- Strong time management skills to ensure tasks are completed efficiently.
- Good verbal and written communication skills for effective workplace interactions.
- Basic mechanical knowledge related to vehicle and equipment servicing requirements.
- Practical knowledge of horticulture, parks and gardens maintenance techniques.
- Experience operating and maintaining machinery, including mowers, edgers, chainsaws, brush cutters, and water pumps.
- Well-developed gardening and landscaping skills, including pruning, fertilising, and mowing.
- Understanding of irrigation and sewer system maintenance.
- Knowledge of weed control methods and the safe handling and application of pesticides.
- Horticulture experience is highly desirable.

## EXPERIENCE

- Experience in similar role with other local governments or private sector is desired.

## QUALIFICATIONS, CERTIFICATES AND LICENCES

- A current 'C' class drivers' licence
- A current National Police Certificate
- Auschem - Basic Risk Management (desirable)
- Certificate II in Rural Operations (desirable)
- Chainsaw & Mulcher Operations Certificate (desirable)
- Current First Aid Certificate (desirable)

## EXTENT OF AUTHORITY

- Makes recommendations to the Parks & Gardens Team Leader.
- Required to make decisions regarding safety of Council staff and general public.

## EMPLOYMENT CONDITIONS

- A Pre-Employment Examination.
- Current National Police Clearance Certificate is required.
- Signed declaration that the incumbent has read the Shire of Dowerin's Induction Manual and Code of Conduct prior to the commencement of work.

### CERTIFICATION

*Authorised by* Chief Executive Officer

*Signature*

*Authorised By* Manager of Infrastructure and Projects

*Signature*

*Date Reviewed* 25 February 2025

### INCUMBENT ACKNOWLEDGEMENT

*Employee*

*Signature*

*Date*

# APPLICANT NOTES

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application amongst the others that will be received for the position.

## APPLICATION

Your application should include a covering letter explaining your interest in the position, a current resume detailing your qualifications, experience and attributes for the position, and the required referees. It is essential that the information you provide is clear, concise, and relevant so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience, and qualifications to successfully carry out the duties.

## REFEREES

Applicants should provide the names and contact details of **two referees** in their application. The most valuable referees will be those that can comment on work experience that is relevant to this position.

Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

## OTHER DOCUMENTS

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the organisation may ask to sight the originals later.

## POLICE CLEARANCE

The successful applicant will be required to provide a current police clearance. Costs for this will be reimbursed by the Shire.

## PRE-EMPLOYMENT MEDICAL

The successful applicant will be required to complete a medical questionnaire and undertake a pre-employment medical examination prior to an offer of employment being confirmed. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to the examination and costs are paid for by the Shire of Dowerin. Pre-existing illness will not preclude the recruitment process.

## CONTACT NUMBER

Please ensure that you provide a convenient telephone number and/or email so that you can be contacted if you are invited for an interview or there are any queries regarding your application.

## WRITTEN APPLICATIONS

The organisation is pleased to accept all applications for the position and does not favour hand-written applications over typed applications, or vice versa. All applications should be neat and legible for ease of reading by the selection panel.

## LATE APPLICATIONS

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date.

## INTERVIEWS

Interviews will be held at the Shire of Dowerin Administration Office.

## CODE OF CONDUCT

Ensure professional conduct is of the highest standard in accordance with the organisation's Code of Conduct and policies as adopted and modified from time to time.

## EQUAL OPPORTUNITY

The Shire maintains an equal employment opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.



# APPENDIX A

