


POSITION DESCRIPTION

Supervisor Horticulture



Position title	Supervisor Horticulture
Designation	Level 3 (Municipal Officer) ASTC EA + 15% On-call
Position number	P3039
Responsible to	Senior Supervisor Parks and Gardens
Position status	Permanent Full-time
Position description approved	 Date: 28/10/2024

Primary Objective

This role requires an experienced and technically capable professional to oversee and manage a range of horticulture activities within the Works Depot team, under the general direction of the Senior Supervisor of Parks and Gardens.

Key Responsibilities

- Oversee and supervise a range of activities undertaken by the Horticulture, Tree Care, and Green Infrastructure teams.
- Assist the Senior Supervisor Parks and Gardens in the day-to-day running of Council's Parks and Gardens Department.
- Contribute to the departmental planning process, including technical advice, resource planning, project development, and staffing issues.
- Perform after hours On-Call duties as required from a rotational roster.
- Act in the position of Senior Supervisor Parks and Gardens when required and perform in all aspects of the position (including after-hours 'on call' duties).
- Provide on-the-job training to the work teams as required.
- Write and interpret a range of Council work reports and plans, plus carry out electronic business correspondence, as required.
- Identify and manage plant health issues, including diseases, pests, and nutrient deficiencies.
- Supervise corrections work crews when required.
- Safely operate and maintain horticultural equipment, including pruning saws, hedge trimmers, and sprayers.
- Work unsupervised and follow instructions.

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- Keep accurate daily work records and report any issues, including necessary repairs, to the team leader/supervisor in a timely manner.
- Undertake a range of support duties as directed by the Senior Supervisor of Parks and Gardens.
- Work as part of a team and contribute to maintaining a harmonious work environment.
- Foster a good working relationship with Council staff.
- Undertake routine correspondence.
- Ensure resource needs are available.
- Coordinate communication of information and work orders to depot staff.

Work Health & Safety (WHS) Responsibilities

- Take reasonable care for own health and safety.
- Take reasonable care to ensure team members actions or omissions do not adversely affect the health and safety of others.
- Comply with reasonable instructions and directions given by or on behalf of the employer on issues related to health and safety.
- Follow lawful and safe work practices, policies, procedures, guidelines and emergency procedures.
- Use all appropriate personal protective equipment, plant and vehicles in a safe manner
- Report hazards, accidents, incidents and near-misses to Manager/Supervisor as soon as practicable.
- Ensure adequate training, instruction and supervision are provided when new tasks or operation of new tools, plant or machinery is requested.
- Engage with management in the effort to eliminate unsafe work practices.
- Uphold organisational values and behave according to Council Code of Conduct, including treating other employees and the general public with respect.

Organisational Values and Behaviours

- Uphold organisational values and behave according to Council's Code of Conduct, including treating other team members and the general public with respect.

Other Duties

- Perform other duties within capabilities and/or consistent with the level of this position as required.

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Delegations

- As per the Register of Delegations.

Supervisory Responsibilities

- Act in Municipal or Parks and Gardens Senior Supervisor in time of absence (including after-hours 'on call' duties)

Qualifications

- Relevant experience in a similar role.
- Current drivers license to be able to drive a manual car in the NT
- MR license
- Chemical Handling Certification
- Chainsaw Qualification
- Horticulture or Arboriculture qualification or similar experience

Selection Criteria

Essential

1. Demonstrated leadership experience in a similar environment.
2. Extensive experience in a range of Parks and Gardens operations, including horticulture, tree care, and green infrastructure.
3. Ability to lead a work team.
4. Ability to assist with Parks & Gardens operational issues and strategic planning, including keeping accurate work records.
5. Ability to perform 'on call' duties and attend to after-hours call outs when acting in the Supervisor Parks and Gardens position.
6. Good written and verbal communication skills, including the ability to write and interpret reports, work plans, and carry out electronic business correspondence.
7. Be physically fit with the ability to work safely within WHS&W procedures in a manual environment.

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8. Ability to demonstrate behaviours consistent with Council's Code of Conduct and cooperate with the general public.
9. Current MR Class License to be able to drive in the Northern Territory.
10. Proven ability to manage a diverse and demanding workload, while effectively balancing priorities and competing priorities.
11. Strong technical skills, with proven ability to adapt to a wide range of diverse work scenarios.
12. Experience with MS Office, Outlook, and basic IT functions.
13. Demonstrated experience leading and delivering positive outcomes in other organisations.

Desirable

1. Understanding of and familiarity with Aboriginal Culture

ACKNOWLEDGEMENT

I have received a copy of this Position Description and have read and understand its contents.

Employee Name _____

Signature _____ Date _____

Supervisor Name _____

Signature _____ Date _____