



ACT
Government

Chief Minister, Treasury and
Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and
Economic Development

Branch: National Arboretum Canberra &
Stromlo Forest Park

Position Title: Turf & Horticultural
Maintenance Officer

Position Number: P60245

Classification: GS07

Location: Stromlo Forest Park

Last Reviewed: February 2024

WHAT THE DIRECTORATE DOES

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

WHAT WE DO

Stromlo Forest Park

Stromlo Forest Park (SFP) is a world-class, multi-use recreational sporting facility available to both recreational and professional users. SFP boasts a purpose-built event pavilion, a 1.2km criterium cycling circuit, a 2.5km grass cross country running track, a network of equestrian trails and over 44km of mountain bike trails suitable for riders of all abilities. SFP is a 1200-hectare site which includes a weekend café, mountain shuttle bus, pre-booked mountain bikes for hire and a new Aquatic Centre onsite. Conveniently located a short drive from Weston Creek the facilities encourage visitors of all ages and abilities.

SFP is managed jointly with the National Arboretum Canberra (NAC) and enjoys strong community support with a variety of different park users.

The successful applicant will be based at SFP. The position is full-time permanent after a successful probation period and may include occasional weekend work.

We are looking for a self-motivated person who can work independently, with skills and experience in turf, horticulture, and land management to undertake the maintenance and presentation of the 2.5km turf running track, Bushfire Memorial, Pavilion and surrounds to a high degree; as well as conduct integrated weed management, vegetation control and other landscaping and land management duties around the site. Applicants must have the right to work in Australia, and willingness to work in a small, dynamic, and high performing team.

YOUR DUTIES AND RESPONSIBILITIES

Within limited supervision:

- Conduct regular inspections of all garden and turf areas to deliver high profile garden and turf management.
- Develop comprehensive weekly programs and assist with workflow planning.
- Contribute to the development of seasonal garden and turf renovation programs.
- Monitor, identify and control garden and turf pests and disease using integrated pest management principles.
- Assist with the development of irrigation programs specific to cultural requirements, soil type and environmental factors.
- Assist with operation, programming and ensure maintenance of irrigation infrastructure.
- Co-ordinate all routine garden maintenance including possible volunteer activities.
- Assist with design, planning and development of garden and tree installations as well as annual replanting programs in high profile garden areas.
- Conduct regular operations in vegetation control within the scope of the SFP Bushfire Management Plan. This includes fire break slashing, vegetation thinning & weed control etc.
- Co-ordinate and deliver landscape construction activities which may include fencing, culvert construction, erosion control works, minor fire road maintenance and other activities/projects.
- Maintain and provide updates on scheduled turf and horticultural activities.
- Ensure cleanliness of depot facilities and equipment including storage areas and plant machinery.
- Conduct regular inspections of all plant and equipment and schedule required maintenance.
- Deliver minor maintenance and upkeep of all plant and equipment.
- Maintain accurate and relevant records of completed and programmed works, including the use of GIS systems.
- Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.
- Ensure Work Health and Safety compliance by:
 - Maintaining daily toolbox planning discussions.
 - Conducting regular inspections of work area, reporting, and ensuring action on identified hazards.
 - Conducting regular PPE audits
- Assist with the production of and adherence to site / job specific Workplace Health and Safety documentation requirements such as Safe Work Method Statements, Standard Operating Procedures and Risk Assessments.
- Monitor contractor performance.
- Other duties as required.

SELECTION CRITERIA

1. Demonstrated experience and well-developed skills in turf and horticulture, including the maintenance of high-profile turf and garden areas.
2. Demonstrated self-motivation and independence in the ability to deliver high level turf and horticulture programs and landscaping/land management projects.
3. Demonstrated ability to establish and achieve program targets within a dynamic environment.

4. Demonstrated independent judgement and initiative in solving complex operational problems.
5. Demonstrated self-awareness, professionalism, and a proven commitment to the ongoing development of positive workplace culture including the integration of workplace health and safety and principles of respect, equity, and diversity.
6. Demonstrated organisational skills and ability to use information technology systems including field data collection applications.

QUALIFICATIONS/ REQUIREMENTS

Mandatory:

- Relevant tertiary qualifications in Turf/Horticulture
- ChemCert accreditation
- Current Driver's Licence

Highly Desirable:

- Irrigation and water management experience
- MR truck licence
- Plant operator's licences – Skid steer, excavator, mower/s etc.
- Side by side ATV licence
- WH&S/Construction industry White Card

Other Requirements:

- First aid certificate or willingness to obtain
- This position requires a pre-employment medical
- This position may periodically involve direct supervision of staff or volunteers
- This position may involve occasional weekend or after-hours work

Further information on working at CMTEDD can be found at:

http://www.jobs.act.gov.au/_data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Horticultural Supervisor (position number P60245) and indicates how frequently each of these requirements would be performed. Please note that CMTEDD is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

| ADMINISTRATIVE | FREQUENCY |
|-----------------------------|--------------|
| Telephone use | Occasionally |
| General computer use | Occasionally |
| Extensive keying/data entry | Occasionally |
| Graphical/analytical based | Occasionally |
| Sitting at a desk | Occasionally |
| Standing for long periods | Frequently |
| Designated workstation | Never |

| STANDARD HOURS | FREQUENCY |
|--|--------------|
| Flexible working hours (access to flex time) | Never |
| Fixed or specified start/finish times | Frequently |
| Expected to work extensive hours over a significant period due to the nature of the duties | Occasionally |
| Access to Accrued Days Off (ADO's) | Frequently |
| Peaks and troughs | Occasionally |
| Frequent overtime | Occasionally |
| Rostered shift work | Never |

| SOCIAL DEMANDS | FREQUENCY |
|---|--------------|
| Work with others towards shared goals in a team environment | Occasionally |
| Work in isolation from other staff (remote supervision) | Frequently |
| Working in a call centre environment | Never |
| Working directly with the public | Occasionally |

| PHYSICAL DEMANDS | FREQUENCY |
|--|------------|
| Distance walking (large buildings or inter-building transit) | Frequently |
| Working outdoors | Frequently |

| MANUAL HANDLING | FREQUENCY |
|---|--------------|
| Lifting 0 – 5kg | Frequently |
| Lifting 5 – 10kg | Frequently |
| Lifting 10kg+ | Occasionally |
| Climbing | Never |
| Reaching | Frequently |
| Bending/squatting | Frequently |
| Push/pull | Occasionally |
| Sequential repetitive movements in a short amount of time | Frequently |

| TRAVEL | FREQUENCY |
|---------------------------------------|------------------|
| Frequent travel – multiple work sites | Occasionally |
| Frequent travel – driving | Frequently |
| Frequent travel – interstate | Never |

| SPECIFIC HAZARDS | FREQUENCY |
|---|------------------|
| Working at heights | Occasionally |
| Exposure to extreme temperatures | Frequently |
| Operation of heavy machinery e.g. forklift | Occasionally |
| Confined spaces | Never |
| Excessive noise | Occasionally |
| Low lighting | Occasionally |
| Handling of dangerous goods/equipment | Occasionally |
| Working with asbestos | Never |
| Potential to encounter agitated customers | Occasionally |
| Exposure to potentially distressing case material | Never |

| OTHER | FREQUENCY |
|--|------------------|
| Uniform required | Frequently |
| Personal Protective Equipment (PPE) required | Frequently |