

**Position:** GARDENER

**Responsible to:** Property Manager

**Job Purpose:** Responsible for overseeing, planning, and maintaining the College gardens and facilities to a high standard.

**Major Responsibilities:**

- Oversee and plan the landscaping of the College gardens and grounds as required and directed by the Property Manager
- Maintain College Gardens
- Blowing down / cleaning of college campus each morning
- Spray weeds with a handheld sprayer
- Plant garden beds, prune and shape shrubs, trees and roses
- Mow turf as required
- Mow, edge and brush cutting with hand-operated machinery
- Carry out reticulation repairs and maintenance
- Prepare and maintain all Kennedy's facilities to a high standard

**Operations and set-up**

- Operate school vehicles as required
- Assist as required set up for functions (BBQ's, Marquees, Seating requirements)
- Assist with grounds duties as required
- Other duties as directed by the Property Manager or the Director of Finance and Resources

**DESIRABLE CRITERIA**

**i) Education, Training**

- Certificate III or IV in Horticulture or similar
- First aid certificate

**ii) Core Competencies (Knowledge, Skill & Experience)**

***Technical***

- Proven experience in a similar environment
- Strong knowledge of Australian native flora

- Strong knowledge of water-wise gardens and techniques
- Show creative landscape techniques and the ability to integrate into all landscaping
- Sound understanding of legislation relating to chemicals and dangerous substances
- Ability to operate ride-on mowers, tractors, and similar vehicles
- Current licences to drive all vehicles in the school fleet, clean of any misdemeanours
- Basic mobile and computer operating skills along with experience using MS Outlook

### ***Human Relations***

- Ability to work autonomously and as part of a team; maintaining a strong work ethic
- Ability to communicate professionally
- Ability to manage time and resources
- Sound problem-solving skills and initiative

### ***Additional Requirements***

- Current Working with Children Card
- National Police Clearance
- Current up to date Covid-19 Vaccine Status

**This job description is intended as a guideline to illustrate the primary job responsibilities. It is not intended to be an exhaustive list and may change within the role scope at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.**

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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