

LEADING HAND - HORTICULTURE POSITION DESCRIPTION

Position Title	Leading Hand – Horticulture
Directorate	Infrastructure Services
Department	Parks and Recreation
Position No.	52,226.00
Classification	Level Five (5)
Awards Stream	Queensland Local Government Industry (Stream B) Award - State 2017
Reports To	Team Leader - Horticulture
Last Review Date	September 2025

ORGANISATION SUMMARY:

OUR VISION:	Helping to energise the world. A region that feeds, powers and builds communities, now and for the future.
OUR GOAL:	To pursue long-term sustainable futures for Isaac's communities.
OUR VALUES:	Community Focus Teamwork Caring Positive Work Ethic

We're a region unique in charm and a character-growing attraction for many keen to explore the road less travelled. It's a place where traditional country qualities live on within modern, vibrant communities.

Isaac Regional Council plays a role to ensure our communities have a long sustainable life, so it continues to be a great place to raise a family and to find new or old passions.

Our public spaces are valued and activated, our communities' lifestyles and wellbeing are prioritised, and our individual and collective identities are celebrated.

We need to use new ideas in everything we do because of the fast changes happening all over the world.

This helps us deal with changes and provide the best service. As a Council, we will continue to maintain a clear and balanced vision for the future that shapes all our decisions as we feed, build and power communities.

DEPARTMENT SUMMARY:

The Infrastructure Services Directorate ensures an integrated approach to the delivery of infrastructure and related services across the organisation. The Infrastructure Directorate is responsible for civil, engineering and core service functions including operations of Council.

The Parks and Recreation Department ensures an integrated approach to internal organisational services across the organisation. The Parks and Recreation Department is responsible for various horticultural maintenance practices such as, but not limited to; the care and maintenance of township parks, sportsgrounds and open space areas through the delivery of operational works. The Parks and Recreation Department is also responsible for the delivery of the Capital Works Programme and implementation of the Recreation and Open Spaces Strategy.

POSITION SUMMARY:

The Leading Hand - Horticulture position is responsible for assisting to program, organise and deliver Parks and Recreation operational and capital programs and shall provide the operational leadership of Parks and Recreation activities. The Leading Hand position sits within the Parks and Recreation Department and ensures an integrated approach to the delivery of operational works in the field for the organisation.

DUTIES:

1. Directing Parks and Recreation staff and allocating resources to achieve program objectives in accordance with Council Policies.
2. Reporting regularly about progress, quality and cost of Parks and Recreation activities to the Team Leader.
3. Provide coaching, mentoring and training to employees.
4. Ability to interpret and complete task and run sheets and ensure they are appropriately signed off.
5. Assisting the Team Leader with the preparation of operational maintenance programmes.
6. Supporting the Team Leader to achieve works programs goals and objectives, assisting with basic administration duties associated with the delivery of Councils Workplace, Health and Safety Policy and Procedures as well as supervision of the crew.
7. Ensuring all works are carried out in compliance with Council's Workplace, Health and Safety Policy and Procedures which will include completing safety prestart, Isaac Instants, Work Instructions, Risk Assessment Forms and other documentation.
8. Operate and maintain vehicles, trailers, plant and equipment for repair and maintenance requirements, including pre-start check lists, servicing and reporting issues.
9. General labouring duties as directed.
10. Undertake other works as directed, within the limits of the skills and abilities of the individual.

KEY COMPETENCIES:

Essential Knowledge and Skills

1. Minimum 3 years demonstrated experience working within a similar field or position preferably with Parks and Recreation and Open Space. Other certificates of competency for alternate items would be highly regarded.
2. Experience in the maintenance of sports fields, parks, roadsides, reserves, and tree works.
3. Demonstrated ability to provide 'on the job' supervision and 'hands on' support to staff experience in resourcing staff and contractor management would be highly regarded.

Experience

1. Experience in turf maintenance and management, horticulture and land care.
2. Sound knowledge in identification and management of pest and diseases.
3. Demonstrated truck driver experience with a safe driving record is desirable
4. Experience with Microsoft Office Suites is desirable

Qualifications

1. The role requires the possession of a current Construction Blue/White card
2. The role requires the possession of a current C Class Open Australian Drivers Licence
3. LR, HR or MR licences (desirable)
4. Traffic Management (desirable)
5. ACDC Qualification (desirable)
6. Ability to pass a pre-employment functional assessment and/or behavioural testing

DELEGATED AUTHORITY AND ACCOUNTABILITY:

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority and obligation that comes with their powers.

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
Name		
Signature		
Date		