

Gardener

Our Vision: To be a leading sustainable rural health service that provides high-quality, accessible and patient centred care to our community.

Our Values: Respect, Equity, Quality and Collaboration.

Name:	
Position Title	Gardener
Reports To	Direct: Facilities Manager Indirect: Project leads as applicable
Department	Maintenance
Classification	In accordance with the Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021 -2025
Area Of Responsibility	<p>The Gardener is responsible for maintenance of grounds and gardens across BDH and BDH owned and/or leased properties, ensuring all property surrounds are clean, tidy, safe, functional and aesthetically appealing.</p> <p>The Gardener will carry out all duties within their ability and scope of practice. Duties will also include the monitoring and maintenance of plant equipment used to garden under the direction of the Maintenance Manager.</p> <p>The Gardener is responsible for attending to the community and care package clients home maintenance as scheduled and within the Commonwealth Home Support Program funding guidelines.</p>
Hours Of Work	as per contract

Essential	<ul style="list-style-type: none"> • Ability to demonstrate safe work practices in all general gardening tasks including the operation of relevant mechanical equipment and other tools used in the course of the role. • Must be physically fit to undertake duties required within the role. • Current Victorian motor vehicle driver's licence. Willingness to learn about the needs of the visitors, residents, patients and or consumers that visit our gardens. • Must have basic computer skills and experience in or willingness to learn the electronic maintenance program – MEX Asset Management Program.
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Desirable	<ul style="list-style-type: none"> • Certificate IV in Horticulture or equivalent or be willing to work towards the same (negotiable). • Chemical Users Certificate. • Construction Induction Certificate. • Chainsaw License. • OH&S Training. • Experience in Sprinkler Systems. • White Card.
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Specific Functions and Responsibilities

- Plan, cultivate and maintain gardens. This includes but is not limited to:
 - Preparing and maintaining seedbeds, growing sites and lawns.
 - Propagating and planting trees, bushes, hedges, flowers and bulbs.
 - Maintaining planted and grassed areas by landscaping, weeding, trimming, fertilising, watering, mowing, whipper snipping, hedging, fence lines, guttering and the removal of small tree branches and watering.
 - Pruning trees and hedges, turf and soil management, and installing plant support and protection devices.
 - Preparing plans and drawings, selecting materials and plants in consultation with relevant teams and stakeholders, and scheduling landscape construction.
 - Setting out and installing hardscape and soft scape structures,
 - Assisting with the construction of gravel and paved areas, walls, fences, pergolas, ponds, barbecues and garden furniture.
 - Assessing and treating diseased flora.
 - Maintaining watering/irrigation systems to ensure adequate plant care.
 - Maintain water features, ensure water fountains are clean and fully functional with adequate water supply, collect and remove garden waste, rubbish and spills to ensure a clean, safe and presentable garden.
 - Maintain all facility entrances, exits, courtyards and gardens to an agreed standard of safety and appearance.
- Safely operate and maintain gardening machinery, power tools and equipment to required safety standards. Including but not limited to:
 - Chainsaws
 - Bush cutters
 - Push Mowers
 - Whipper Snippers
 - Hedge Trimmers and Lawn Edges
 - Blowers Vacs
 - Zero Turn Mowers
- Assist and support residents and consumers, as directed by the senior clinical, allied and community health staff, to be involved with the planning, development, propagation, maintenance and co-ordination of organisational herb gardens, vegetables, flowers, pot plants and watering.
- Respond accordingly to any resident and or consumer requests, suggestions or bright sparks.
- Carry out planned preventative maintenance work, including the upkeep of associated electronic records in the MEX Asset Management Program.
- Participate in green and climate sustainability strategies undertaken by BDH.
- Maintain a contemporary knowledge base to provide safe maintenance and grounds services that meet changing legislative requirements.
- Maintain safe working knowledge of Chemical Management processes.
- Undertake risk and safety property assessments as required.
- Maintain the Gardening Storage areas in a clean and tidy state.
- Other duties as directed.
- Participate in weekly maintenance huddles / meetings as required.

Key Criteria	<p>KC 1. Demonstrate safe and correct work practices in all gardener tasks including the operation of mechanical equipment and other tools utilised within the duties of this role.</p> <p>KC 2. Ability to be able to recognise risks while performing day to day duties, report any identified risks and, where appropriate assist management to develop and implement effective measures for the management of risk.</p> <p>KC 3. Ability to work to a high standard with minimal supervision and commitment to work as part of a team.</p> <p>KC 4. Evidence of interpersonal skills, with a friendly manner when dealing with residents, patients, clients, contractors, staff and community members.</p> <p>KC 5. Genuine desire to work in gardening within a health service environment.</p> <p>KC 6. Consistently contribute to building and maintaining a positive team culture.</p> <p>KC 8. Model the Speaking Up for Safety principles.</p>
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Acceptance:

A formal performance development and review process will be carried out three and six months after commencement and thereafter on an annual basis.

I have read, understood and agree to comply with the Position Description. It is recognised that this position description does not attempt to highlight and/or detail all aspects of the position described therefore, the duties of the position are not necessarily limited by the elements of the specification. This position description should be read and undertaken in conjunction with any project specific roles and responsibilities.

I understand and accept that I must comply with the policies and procedures applicable to BDH. I also agree to strictly observe the BDH Code of Conduct and policy on confidentiality of commercial and patient information or any other sensitive information that I may come across in the course of my employment.

Gardener:	Direct Facilities Manager:
	Indirect Project lead/s (if applicable):
Date:	Date:
Issued:	Reviewed:

Review Date:	<input type="checkbox"/> 3 Months <input type="checkbox"/> 6 Months <input type="checkbox"/> Annual	Date next review due:
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