

### **Position Classification:**

Service and Support

### **Responsible for:**

Under the direction of the Head Gardener:

- Learning and understanding all aspects of gardening/horticultural tasks in order to effectively maintain and improve designated areas and surrounds to a high standard.
- Carrying out maintenance in a safe, efficient and effective manner, in accordance with De Bortoli Wines (DBW) work practices and procedures.

### **Leadership/Business influence:**

Trainee, under direct supervision

### **Reports to:**

Head Gardener

### **Supervises:**

N/A

## **Main Functions and Activities**

### **Horticultural Activities**

- Plant, trim and prune trees and shrubs within designated areas as required.
- Undertake preparation and planting duties as directed
- Assist in the installation, maintenance and operation of irrigation systems
- Assist in the maintenance of indoor plants
- Perform general mowing, edging and turf maintenance activities
- Assist in general maintenance and construction of designated areas, grounds and surrounds, and landscaped areas

### **Asset Maintenance**

- Ensure work sites are left in a clean and tidy condition at all times
- Report any damage or vandalism to the work site to the Manager/Supervisor.
- Inspect and clean gazebo, playground equipment, sandpit, barbecues, within the site.
- Ensure that all plant and equipment is in safe working order for daily work including checking of safety guards and reporting any maintenance requirements to the Manager/Supervisor.
- Perform minor maintenance on equipment, including washing and minor servicing activities.
- Maintain visibility of all DBW signage.

### **Machinery operation**

- Operate a range of horticultural equipment to carry out the necessary maintenance of designated areas, grounds and surrounds
- Ensure that plant and equipment is used and kept in a safe, clean and operational condition

### **Weed and Pest Control**

- Assist with the recognition and prevention of garden pests and diseases using appropriate horticultural practices.
- Control weed growth using appropriate horticultural practices.
- Store and use Chemicals according to appropriate Company Policies & Safe work practices

### **General activities**

- Assist in the preparation of any festivals and other activities.
- Remove and dispose of rubbish and litter from designated areas
- Perform recycling activities in accordance with Company policy

### **Provide safe attitudes and efficient work practices**

- Wear Personal Protective Equipment (PPE) as specified.
- Report all accidents, near misses and unsafe work practices/hazards to your Manager/Supervisor.

- Maintain all equipment to a safe working standard.
- Work in a manner which is conducive to WH&S.
- Comply with DBW policies and procedures and ensure a safe working environment.

### Study Obligations

- Complete required study units within the time frames allocated by your training provider
- Keep your Manager up to date on the progress of your studies

### Internal contacts

Head Gardener, De Bortoli Family Members, Clean & Maintenance Department

### External contacts

Suppliers of consumables, Contractors

### Essential Capabilities and Experience

- Driver's license and own transport.
- A strong interest in horticultural gardening and garden maintenance.
- Demonstrated ability in the use of gardening tools e.g. hand/ride mowers, whipper snipper, blower.
- Ability to carry out manual activities including; lifting, mowing, shovelling etc.
- Work as a team member, work independently.

Incumbent Name: \_\_\_\_\_

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

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

Managers Name: \_\_\_\_\_

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

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