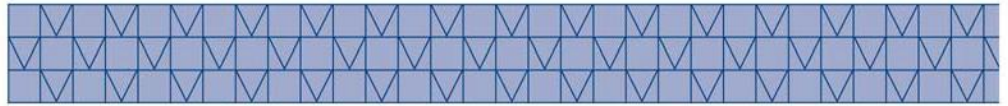




MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL



Job Description

Position

Horticulturalist / Team Leader

Reporting to

Grounds Manager

Accountable to

Director of Finance and Administration

Purpose of the Role

Reporting to the Grounds Manager the Horticulturalist is responsible for the supervision and organization of the gardening team. This will involve garden design, preparation, planting and maintenance of garden beds and associated areas. This is a hands on working position. At times the Horticulturalist will also be required to assist with the maintenance of the School's sporting fields, grounds and synthetic surfaces. Paramount to this role is the ability to present the School's gardens and surrounds in optimum condition on a consistent basis.

This is a full-time, ongoing position.

Key Internal Contacts

Grounds Department Staff	Sports Coaches
Students	Old Melburnians
Contractors	External User groups

Key Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

Landscaping, gardening and field care

- Implement the Melbourne Grammar School landscape masterplan in conjunction with the Ground Manager, the designer and the gardening team
- Ensure the professional presentation of the Melbourne Grammar School gardens, and landscaped areas
- Oversee the maintenance of all shrubs, planter boxes and plants including regular fertilization, chemical application and the use of wetting agents as required
- Planting of shrubs, annuals plants and trees (and pruning where safe)
- Carry out tree inspections on a regular basis and make recommendations to the Grounds Manager
- Identify and recommend improvements to ensure the ongoing vitality of the schools landscaped areas
- Stay abreast of industry developments and user group training schedules and related to fields, gardens and lawn areas
- When required ensure field line markings are in accordance with all codes rules and regulations
- Cost new garden beds/designs.

Irrigation

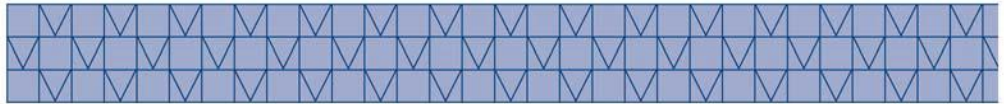
- Stay abreast of all irrigation programming to ensure efficient and effective irrigation practices
- Ensure irrigation schedules operate within non-event hours and adhere to water restriction guidelines
- Report irrigation breaks and malfunctions and make repairs whenever possible
- Install irrigation as required.

People and Contractor Management

- Plan and direct the gardening team and staff to ensure daily tasks and projects are achieved and coordinate activities
- Support, develop and encourage the gardening team to develop their skills and improve their knowledge
- Assist outside contractors and the sports field team, when required
- Demonstrate a willingness to apply skills to areas of need outside the garden area when required by the Grounds Manager.



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Supplies

- Monitor supplies and equipment stored in all maintenance sheds and maintain this area in a clean and tidy condition
- Purchase garden supplies, as required
- Ensure safe delivery and management of horticulture supplies.

Machinery and Equipment

- Operate horticulture machinery in a safe and responsible manner
- Wash down and store machinery correctly after use
- Monitor tools and equipment and report if any defects or missing equipment
- Pack away and safely store equipment, locking the machinery shed and other areas at the end of the day.

Safe Handling and Administration

- Protect the environment and minimise adverse impacts
- Keep chemical use records when using chemicals
- Use chemicals in a safe manner and wash equipment after use
- Ensure chemical storage and handling area is kept in a clean and tidy condition
- Complete Job Safety Analysis for daily tasks
- Complete Fixit notices as required
- Other duties, as directed by the Grounds Manager.

Cleaning

- Maintain roads, paving and pathways in good order and clean condition
- Clean drains and pits as required.

Risk Management, Health and Safety

- Adhere to and implement all safe working practices and procedures in accordance with Melbourne Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues.

Knowledge, Skills and Qualifications

Qualifications

- Trade Certificate in Horticulture or relevant field (essential)
- Diploma in Horticulture (preferred)
- Current drivers licence (essential)
- Experience in garden design and plant needs (essential)
- Experience in operating and maintaining horticulture equipment and operating machinery in public areas
- Chemical User certificate (essential)
- Elevated work platform (preferred)
- Must hold, or be willing to obtain, a current Employee Working with Children Check.

Skills

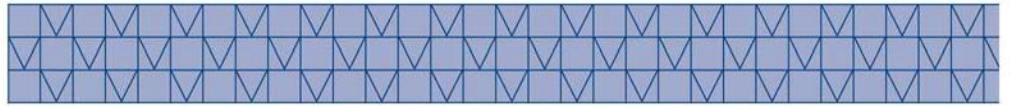
- Ability to work independently, to show leadership and flexibility when confronted with challenges within the role
- Ability to work with multiple groups of people, including contractors, and take instruction from the Grounds Manager

Knowledge

- Sound knowledge of gardening and horticulture
- Experience and a sound knowledge of garden design
- Experience in project management
- Sound knowledge of irrigation systems
- Sound knowledge of machinery operation, maintenance and care
- Sound knowledge of paving and garden edging
- Previous staff management experience.



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Job Description

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Melbourne Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.