



Classifications for the:

Municipal Employees (Western Australia) Interim Award

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Definitions

- **“Horticulture tradesperson”** means an employee who has successfully completed a recognised apprenticeship in the Gardening or Landscape Gardening or Turf Management or Nurseryperson branches of the Horticulture Trade, and who produces proof satisfactory to the employer of such qualification, or who has by other means achieved a standard of knowledge equivalent thereto and is appointed in writing as such by the employer.
- **“Horticultural tradesperson/curator”** means an employee who is in charge or has care and control over a park, garden, botanical garden, tennis court ground, cricket ground, golf course or other sporting ground or any other ground or similar area, but who does not directly supervise other employees other than apprentices in training or to supervise employees as a leading hand and who does not perform the normal duties of a caretaker.

Classifications

Level 1

Qualifications, training and experience

- An employee at this level will need to undertake industry induction and training which may include information on the industry, organisations, conditions of employment, skill formation and career path opportunities, planning and layout of work, documentation procedures, occupational health and safety, equal opportunity and performance appraisal incorporating quality control and assurance.
- No previous work experience is required at this level.
- “A” class licence may be required.

Specialist knowledge of skills

General

Indicative but not exclusive of the skills required of an employee at this level are:

- Use of a limited range of hand tools.
- Drive a light vehicle

Communication

Basic oral and written literacy and numeracy skills to enable liaison with immediate work group.

Complexity/multi-skilling

Tasks are simple and non-complex.

Responsibility and accountability

Employees at this level:

- Work under direct supervision.
- Are responsible for the quality and completion of their own work subject to detailed direction.
- Are responsible for care of tools and equipment in their use.

Decision making and problem solving

- Judgement is limited as work is repetitive and generally coordinated by others.
- Work is clearly defined and of a routine and basic nature with established procedures, guidance and close supervision.
- Required to exercise basic judgement relating to own work and personal safety as required by relevant legislation and Council safety procedures.

Level 2

Qualifications, training and experience

An employee at this level will have satisfactorily completed the requirements of level 1 and will be undertaking structured and/or on-the-job training (including appropriate safety training) or possess appropriate and relevant equivalent experience in some or all of the following areas:

- Basic construction and/or maintenance, i.e. basic concreting and/or basic bitumen handling.
- Safe operation and user maintenance of minor plant.
- Safe operation and user maintenance of light vehicles.
- Selected hand tools.
- Parks maintenance.
- Basic stores work.
- Two-way radio operation.
- “A” class licence may be required.
- Certificate of competency in minor plant operation may be required.
- Basic labouring skills.

Specialist knowledge of skills

General

Indicative but not exclusive of the skills required of an employee at this level are:

- Plant operation skills:
 - Use of a variety of selected hand tools and use of minor plant and equipment requiring basic operation rather than technical skills.
 - Operator’s skills level low some experience preferred.
 - Single function equipment.
 - Operator machine maintenance low complexity.
 - Minimal dimensional control on works required other than pre-set by plant.

Examples: Small/large rollers (sub-grade), ride-on mowers, chipper/mulcher, mowers, brush cutters, brick cutters, jack hammers, small concrete cutters.

- Drive vehicles requiring “A” class licence.
- General gardening including parks and grounds maintenance and minor repair to reticulation systems.
- Basic store work, including receiving, despatching, distributing, sorting, checking and packing.
- Basic inventory control of documenting and recording of goods, materials and components.
- Basic keyboard skills where required.
- Concrete and bitumen work.
- Sound knowledge of Council safety policy requirements as they relate to the job being undertaken.

Communication

Basic oral and written literacy and numeracy skills to enable liaison with work groups and communication with members of the public.

Complexity/multi-skilling

Tasks are limited complexity.

Responsibility and accountability

- Works under routine (general) supervision either individually or in a team environment.
- Responsible for the quality and completion of their own work subject to routine direction.
- Responsible for materials, tools, equipment and minor plant in their use.

Decision making and problem solving

- Problems at this level may require limited personal judgement. Work procedures are already well established. The individual must apply existing known techniques to the work with decision making being within existing routines, procedures and practices.
- Required to make operational decisions relating to own safety and work as required by relevant legislation and Council safety procedures.

Level 3

Qualifications, training and experience

An employee at this level will have satisfactorily completed structured and/or on-the-job training (including appropriate safety training) or possess appropriate and relevant experience in some or all of the following areas:

- Intermediate construction and/or maintenance, i.e., intermediate concreting and/or bitumen formwork and pipelaying.
- Safe operation and user maintenance of minor to medium mechanical plant.
- Safe operation and user maintenance of medium vehicles.
- Specialised hand tools and other equipment.
- Basic horticulture and/or nursery.
- Stores work and inventory control.
- Basic supervision.
- “A” and “B” class licence may be required.
- Plant certificate(s) may be required.
- May be required to hold appropriate Life Saving Certificate, including Resuscitation and First Aid.
- Appropriate SECWA safety accreditation may be required.

Specialist knowledge of skills

General

Indicative but not exclusive of the skills required of an employee at this level are:

- Plant operation skills:
 - Use of specialised hand tools and minor plant.
 - Operator skill low to medium experience required.
 - Single function equipment.
 - Operator machine maintenance and set up low to medium complexity.
 - Basic dimensional control on works required other than pre-set by plant.Examples: Loader (yard) (borrow pit), chipper, roller (base course), cherrypicker (unconfined working space), tractors and mounted equipment.
- Drive vehicles up to two axles.
- Use of measuring instruments and tools.
- Basic horticultural and nursery skills, including gardening, tree pruning, grafting, propagating, potting, planting and other duties.
- Store work including:
 - Inventory and store control.
 - Licensed operation of appropriate materials, handling equipment
 - Intermediate keyboard skills and computer operation.
- Prepare concrete, bitumen and pipe laying to line and grade from plans, drawings, and instructions, including form work, levelling, screed, render and finish.
- Basic supervisory skills.
- Sound knowledge of Council safety policy requirements as they relate to the job being undertaken.

Communication

Oral and written literacy and numeracy skills to provide information and advice to other employees, higher level staff and members of the public.

Complexity/multi-skilling

Able to perform a broader range of activities with variation restricted to the area of operation with a limited complexity subject to training and/or experience.

Responsibility and accountability

- Works under routine (general) supervision either individually or in a team environment on a range of projects.
- Responsible for the quality and completion of their own work subject to routine direction.
- Responsible for materials, tools, equipment, vehicles, and plant in their use.
- Responsible for quality control/assurance procedures, including to recognise quality deviation/faults.
- May be responsible for the supervision and limited guidance of a small work group.

Decision making and problem solving

- Problems at this level are generally of a routine nature, requiring experience and a degree of personal judgement based on previous experiences and set guidelines. Solutions are readily available with problems being of limited difficulty.
- Required to make technical and operational decisions relating to own safety and work and safety of other employees and the public.

Level 4

Qualifications, training and experience

An employee at this level will have satisfactorily completed structured and/or on-the-job training (including appropriate safety training) or possess appropriate and relevant equivalent experience and achieved a good working knowledge of the technical requirements of the job to be undertaken in some or all of the following areas:

- Advanced construction and/or maintenance, i.e., advanced concreting and/or bitumen finishing work, pipelaying, and material sampling, testing and compaction techniques.
- Safe operation and user maintenance of mechanical plant.
- Safe operation and user maintenance of heavy vehicles.
- Precision tools and instruments.
- Reticulation.
- Intermediate horticulture and nursery and may include assistance in turf preparation.
- Materials and equipment estimating.
- Progress towards Supervisory Certificate (level 1) and/or relevant experience.
- "A", "B" or "C" class licence may be required.
- Plant certificate(s) may be required.
- Appropriate SECWA safety accreditation may be required.
- Licence in explosives handling may be required.

Specialist knowledge of skills

General

Indicative but not exclusive of the skills required of an employee at this level are:

- Plant operation skills:
 - Operator skill level medium-high with significant experience.
 - Multi-function equipment.
 - Operator machine maintenance and set up medium to high complexity.
 - Dimensional control working to existing levels or moderate degree of accuracy to design levels.Examples: Hiab, loader (box out), grader (box out) (maintenance), excavator (box out), street sweeper, gang mower (sports turf), cherrypicker (confined working space).
- Drive vehicles three axles or greater.
- Use and interpretation of precision measuring instruments and tools.
- Intermediate horticultural and nursery, including assistance in turf preparation and maintenance, tree pruning, and landscaping.
- Plan reading, single dimensional.
- Advanced concrete work – major concrete works, reinforced structural from plans and drawings, without pre-set levels.
- Developed supervisory skills.
- Basic understanding of quality control techniques.

- Installation, repair and maintenance of reticulation systems (including controllers) and modification and additions to existing systems including low voltage electrical work.
- Sound knowledge of Council safety policy requirements as they relate to the job being undertaken and the affect on the public.
- Handling and use of explosives.

Communication

Oral and written literacy and numeracy skills to provide information and advice to other employees, higher level staff, clients, suppliers, and members of the public.

Complexity/multi-skilling

Able to perform broader range of activities with variation restricted to the area of operation with a high level of complexity subject to training and/or experience.

Responsibility and accountability

- Works under limited supervision either individually or in a team environment and may be on a range of projects.
- Responsible for the quality and standard of work performed, including work of other employees.
- Responsible for providing employees under their supervision with on-the-job training and guidance
- Responsible for materials, tools, equipment, vehicles, and plant in the employee's use and used by others under their supervision.
- Responsible for quality control/assurance procedures, including to recognise and correct quality deviations and/or faults.
- May be responsible for the supervision and limited guidance of a small work group.

Decision making and problem solving

- Problems at this level require employees to use some originality in approach with solutions usually attributable to application of previously encountered solutions or experience.
- Required to make technical and operational decisions relating to own work and safety and safety of the public.
- May be required to make technical and operational decisions relating to the work and safety of others.

Level 4A

Qualifications, training and experience

An employee at this level will have completed the requirements of a Trade Certificate level qualification or possess appropriate and relevant equivalent experience.

Specialist knowledge of skills

General

An employee is required to exercise the skills and knowledge of the relevant trade or experience.

Communication

Exercises good interpersonal and communication skills.

Complexity/multi-skilling

Performs non-trade tasks within the employee's skill, competence and training.

Responsibility and accountability

- Performs work under the limited supervision either individually or in a team environment.
- Responsible for assuring the quality of their own work.
- Assists in the provision of on-the-job training to a limited degree.
- Understands and applies quality control techniques.

Decision making and problem solving

- Exercises discretion within the scope of this level.
- Performs work which while primarily involving the skills of the employee's trade or experience is incidental or peripheral to the primary task and facilitates the completion of the whole task. Such incidental or peripheral work would not require additional formal technical training.

Level 5

Qualifications, training and experience

An employee at this level will have completed the requirements of level 4 and will have satisfactorily completed structured training (including appropriate safety training) or level 4A and possess appropriate and relevant equivalent experience to one or more of the following levels:

- Safe operation and user maintenance of specialist and/or heavy vehicles.
- Advanced reticulation.
- Advance or specialist horticulture and nursery, including turf preparation and management.
- Materials, equipment and cost estimating, and job cost recording.
- Completed Supervisory Certificate (level 1) and/or relevant equivalent experience.
- Experienced Trade Certificate or equivalent.
- "A", "B" or "C" class licence may be required with extensive experience.
- Plant certificate(s) may be required.

Specialist knowledge of skills

General

Indicative but not exclusive of the skills required of an employee at this level are:

- Plant operation skills:
 - Operator skill level medium-high with significant experience.
 - Multi-function equipment.
 - Operator machine maintenance and set up medium to high complexity.
 - Dimensional control of work requiring a high degree of accuracy with respect to design levels.

Examples: Excavator and grader (final trim).

- Advanced or specialist horticultural, turf and/or nursery skills.
- Technical skills in plan reading including horizontal and vertical dimensions.
- Sound supervisory, guidance and training skills.
- Understand and applies quality control techniques.
- Install, repair and maintain major reticulation systems including electrical work. Pump and bore installation, repair and maintenance.
- Good working knowledge of Council organisation, operations and general procedures which impact upon their work.
- Sound knowledge of Council safety policy requirements as they relate to the job being performed and the affect on the public.

Communication

- Developed oral and written literacy and numeracy skills to provide information and advice to other employees, higher level staff, clients, suppliers, and members of the public.
- May be required to prepare basic written correspondence and/or prepare standard format reports.

Complexity/multi-skilling

- Broader range of activities with variation restricted to the area of operation with a high level of complexity subject to training and/or experience.
- Capable of undertaking a range of specific tasks of a complex nature.

Responsibility and accountability

- Works unsupervised and is subject to limited direction.
- Responsible for the quality and standard of work performed, including work of other employees.
- Responsible for achieving and maintaining high technical quality without direction.
- Responsible for providing employees under their supervision with on-the-job training and guidance.
- Responsible for materials, tools, equipment, vehicles and plant in the employee's use and used by others under their supervision.
- Responsible for quality control/assurance procedures, including to recognise and correct quality deviations and/or faults.
- Responsible for productivity and efficiency of work groups supervised.

Decision making and problem solving

- Problems at this level are frequently of a complex or technical nature, with solutions not necessarily related to previous direct experience and therefore require some initiative and personal judgement. If required, guidance and assistance is usually available.
- May be required to make planning, technical and operational decisions relating to the work and safety of other employees and safety of the public.

Level 6

Qualifications, training and experience

Employees at this level will have satisfactorily completed the requirements of level 5 and have as a minimum, a trade certificate or equivalent or possess appropriate and relevant equivalent experience and will, in addition:

- Safe operation and user maintenance of a range of different vehicles and/or plant and has extensive experience in their operation at an advanced level.
- Advanced or specialist horticulture and nursery, including turf preparation and management with extensive experience in a wide range of areas.
- Materials equipment and cost estimating. Job cost and budgetary control.
- Completed Supervisory Certificate (level 2) and has relevant experience.
- Have commenced and partially completed an appropriate post trade certificate.
- "A", "B" or "C" class licence may be required with extensive experience.
- Plant certificate(s) may be required.

Specialist knowledge of skills

General

Indicative but not exclusive of the skills required of an employee at this level are:

- Operation of a range of vehicles and/or specialised plant requiring advanced skills and operation to rigid specifications.
- A wide range of advanced and/or specialist horticultural, turf and/or nursery skills.
- Advanced technical skills in materials performance and compaction and plan reading including horizontal and vertical dimensions and establishing sections for materials estimating.
- Sound supervisory, training and basic human resources management and employee relations skills.
- Detailed knowledge and understanding of quality control techniques and their application.
- Detailed knowledge of Council organisation, operation and general procedures.
- Sound knowledge of Council safety policy requirements as they relate to the job being performed and the affect on the public.

Communication

- Developed oral and written literacy and numeracy skills to negotiate with other employees, higher level staff, clients, suppliers, and members of the public.
- May be required to prepare written correspondence and reports.

Complexity/multi-skilling

- Broader range of activities with variation restricted to the area of operation with a high level of complexity subject to training and/or experience.
- Capable of undertaking a range of specific tasks of a complex nature.

Responsibility and accountability

- Works without direct supervision.
- Responsible for quality and standard of work performed, including productivity and safety.
- Responsible for providing employees under their supervision with on-the-job training and guidance.
- Responsible for ensuring personnel practices are applied.
- Responsible for materials, tools, equipment, vehicles and plant in the employee's use and used by others under their supervision.

- Responsible for quality control/assurance procedures, including to recognise and correct quality deviations and/or faults.
- Responsible for productivity and efficiency of work groups supervised.
- Responsible for negotiation with clients, suppliers and members of the public.

Decision making and problem solving

Problems at this level are frequently of a complex or technical nature with solutions not necessarily related to previous direct experience and therefore requiring initiative, personal judgement and discretion.

Exercise high precision trade skills using various materials and/or specialised techniques.