

SHIRE OF COCOS KEELING ISLANDS

VACANCY – PARKS AND GARDENS

Are you passionate about serving the Community? We want the people who join our team to share our passion for the community we all live in and love.

The Shire of Cocos (Keeling) Islands is looking for a passionate, self-driven and motivated individual for the Parks and Gardens. The position is permanent full-time, between a Level 2 – Level 4 depending upon experience and qualifications.

The key areas of responsibility include but are not limited to:

- Undertake gardening duties; mowing, fertilising, planting, pruning, edging, reticulation maintenance and weed control as directed by the Leading Hand.
- Use and maintenance of plant and equipment to ensure best performance and safe operations.
- To report damaged infrastructure, parks and garden facilities in a timely manner so they are safe and operable throughout the year.
- Talk to visitors to Shire parks and gardens in a friendly and positive manner.
- Comply with the Shire's risk management policies and procedures and ensure personal safety and health and that of other people in the workplace.

About you:

The successful candidate will be able to demonstrate the required knowledge, skills, experience and qualifications below:

- Safe operation of minor to medium mechanical plant equipment.
- Maintain minor to medium mechanical plant equipment.
- Work harmoniously in a team environment and accept instructions from leaders and managers.
- Well-developed communication and interpersonal skills.
- Good time management skills and maintain basic record keeping.
- Previous gardening and landscaping experience; pruning, fertilizing, mowing, weed control (desirable).
- Hold a current C class driver's licence / HR Licence

Applicants wishing to apply for this opportunity are to submit a copy of their current resume and a covering letter addressed **confidential** to the Human Resources Officer (not more than 2 pages) addressing why you are interested in and suitable for this role. Applications can be mailed, hand delivered or emailed to lanif.yakin@cocos.wa.gov.au

Applications close at 12:00pm on Friday 10th May 2024

For more information about the position please contact Martin Faulkner: martin.faulkner@cocos.wa.gov.au or by telephone on 9162 6649. A Copy of the Position Description can also be obtained from the Shire's website: <https://shire.cc/en/your-council/employmentopportunities.html>

Applicants may be subject to a pre-employment medical, including drug screening.

The Shire of Cocos Keeling Islands is an Equal Employment Opportunity Employer and is committed to a fair recruitment process in selecting the best applicant for the position.