

WHITEHORSE CITY COUNCIL

Position description

Job title: Nursery Production Supervisor	
Classification: Band 5	Effective Date: July 2025
Reports to: Team Leader Horticultural and Landscape Services	Tenure: Permanent

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous, and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

WHITEHORSE CITY COUNCIL

Position description

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

To provide high quality Nursery Production Services for Whitehorse City Council in a safe and professional manner.

Key Responsibilities

Position Specific Responsibilities

- Undertakes the supervision and on the job training to Nursery Team Members. Undertake operational tasks to deliver plant requirements for annual Nursery Production Plans.
- Undertake data entry and administration tasks to maintain accurate plant management systems including maintenance checklists and recordings.
- Undertakes the supervision, scheduling and management of the overall plant production from seed, cuttings and division, planning, seed collection, irrigation management, and pest/disease control.
- Undertakes the supervision and scheduling of general site maintenance of Nursery grounds, plant management, plant orders and plant dispatch, irrigation and filtration maintenance, and compliance with appropriate Nursery accreditation protocols.
- Undertake regular stock audits, formal stocktakes for financial auditing purposes, and ordering of materials and supplies for plant production.
- Assist with training programs to ensure all team members are trained in safe working practices and in the safe operation of equipment and are made aware of all relevant OH&S training and safety systems.
- Provide quality customer service through professional relationships with Suppliers, Parkland Advisory Committees, Local Community Nurseries, Community Groups, Local schools, Customers and other Key Stakeholders.
- Actively contribute to the further development and enhancement of the parks and gardens networks throughout the City of Whitehorse.
- Reporting of vandalism and damage of Council property.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget:

- Monitoring of materials and supplies expenditure to ensure within allocated budget.

Staff responsibility:

- Supervision of Horticultural and Landscape Services team members, including apprentices, work experience students and casual employees at Nursery.
- Leadership of team to ensure completion of nursery production objectives and reporting on progress.

Judgement and Decision Making

- The position is accountable for providing input into the improvement of relevant operating practices to continuously improve quality standards.
- The position will ensure that nursery systems and procedures assist in maximising safety and efficiency.
- The position will make decisions on day-to-day running of the nursery including plant production.
- The position is responsible for solving complex technical problems in relation to nursery operations and plant production which may require new solutions or creative thinking.

Specialist Knowledge and Skills

- Knowledge of relevant computer and communication equipment
- Knowledge of and ability to implement relevant and changing nursery technologies including irrigation systems, climate control and changing work procedures.

- This role provides structured on the job training and leadership.
- Knowledge and a thorough understanding of the required technology and procedures.

Qualifications and Experience

- Tertiary qualifications including Advanced Horticultural Certificate (Nursery) and or experience in nursery practices including propagation, plant identification and general horticultural maintenance commensurate with the requirements of work in this band.
- Experience in Nursery Software NMS (Nursery Management System) and Rainbird IQ Cloud.
- Current Vic Driver's licence.
- Light truck licence where required.
- Ability to operate required machinery including Sterilization Unit.
- First Aid Level 1 Certificate.
- Physically fit to undertake all manual handling operations.
- Ability to use all required herbicides, insecticides, fungicides and other chemicals in accordance with safe handling procedures.
- Experience in irrigation maintenance and repair.

Interpersonal Skills

- Verbal and written communication skills to gain co-operation and assistance from clients and other employees and for the preparation of work records, time sheet instructions and Nursery technical reports.
- The incumbent of this role is expected to have knowledge of Human Resources policies and practices applicable to the work performed under this positions supervision. The incumbent must also have the ability to provide staff training or on the job training.
- Ability to prepare reports relating to nursery production, stock and stocktakes.
- Ability to liaise with external nurseries including community nurseries and volunteers, suppliers and industry representatives.

Key Relationships:

- The position will liaise with the Parks and Natural Environment Team, other Council Departments, Community Nurseries Bungalook and Greenlink.
- The position is required to maintain professional relationships with Nursery & Garden Industry Victoria; Greenlife Industry Australia.
- Engage with stakeholders across Council and external members of the public at various levels.

Management Skills

- The incumbent is expected to effectively implement the Parks and Bushland Production plan.
- Have knowledge of human resources policies and practices applicable to the work performed
- Provide staff training.
- Plan work at least a week in advance, including time management and the prioritisation of work.
- Manages own work and that of staff reporting to the role, and other staff assisting with nursery production tasks.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.

Key Selection Criteria

1. Knowledge of Nursery technologies.
2. Experience in nursery practices including propagation, plant identification and general horticulture maintenance.
3. Ability to provide on the job supervision and training to team members.
4. Current Vic Driver's licence.
5. Can-do attitude with strong commitment to looking for better ways of working for the customers and keen interest in self-development, feedback and overall improvement.
6. Forward plan effective nursery maintenance and production regimes.
7. Team fit with effective communication and interpersonal skills.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	Making up stock orders.	Seasonal 1 x weekly for 3-4 hours; 4-5 orders (100-1000 plants per order).	
Hand/Arm Movement Tasks involve use of hand/arms	Picking up plant stock and placing on electric trolley platform. Fine manual dexterity for pricking out seedlings into tubes and planting tubes into 14cm pots. Hand controls to operate ride-on electric trolley. Hand watering after potting up. Hand held hose	Seasonal 1 x weekly for 3-4 hours, 14-30 cm pot, and 4-8 pots carried in both hands. 14 cm pots (containing potting mix) weigh and est. 500g and potting up to larger sizes max. 6kgs Intermittent use Est.1-2 x weekly for 15-20 minutes. Occasionally to support irrigation system	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	Cleaning up workspace with broom and hand sweeper.	1 x weekly for 1-2 hours.	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
	Some forward bending/squatting to ground level to pick up stock, also in weeding pots.	Intermittently whilst making up stock orders (and other times as observed in passing)	
Standing Tasks involve standing in an upright position	Prolonged standing (walking) in all tasks. Standing in potting shed at est. 1 metre height for potting up and pricking out.	An average 15-20 tube trays (40 tubes per tray) per person, 5.5kgs per tray, 2-3 hours every 6 weeks.'1-2 seedling trays from glasshouse	
Reaching Tasks involve reaching above head, and above and equal to shoulder height			
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Pushing manual trolleys short distances (electric trolley used for longer distances).	Daily	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Tube stock tray from glasshouse to potting shed. Seedling tray from glasshouse to posting shed.	5.5kg tray moved 15-20 meters using device with mechanical advantage	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
	Using potting scoop.		
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	Use of hand trolleys.	Intermittent short regular use.	
Keyboard Duties Tasks involve sitting at workstation and using computer.			
Satisfactory Vision Standard of vision required equal to that required for driver's licence	Pricking out small seedlings. Driving electric trolley.		