

Position Description

POSITION	Arborist
SECTION	Civil & Park Maintenance
DEPARTMENT	City Assets
BUDGET SUBJECT	127500
POSITION NO.	BCC422, BCC426, BCC427, BCC429
POSITION TYPE	Full-time
REPORTS TO	Team Leader Tree Maintenance
DIRECT REPORTS	No
POSITION GRADE	Band 2 Level 1 <u>Salary System</u> Grade 6
DATE	July 2017

POSITION PURPOSE:

- Undertake both scheduled and reactive arboriculture maintenance works on Council's street and park trees, to contribute to quality tree management throughout Blacktown City.
- To undertake planting and establishment of park and street trees, to ensure a high level of quality plantings and beautification across Blacktown City in accordance with Council's tree planting requirements.
- To undertake all work safely and act in accordance with the NSW WHS Act 2011, WHS Regulation 2011 and the Work Health and Safety (WHS) Management System to ensure a safe place of work.

QUALIFICATIONS & EXPERIENCE:

Essential:

- Australian Qualifications Framework Certificate III in Arboriculture or equivalent.
- Current drivers licence (Class MR) minimum
- Minimum 2 years' experience
- Relevant recognised training and experience in Chainsaw operation at Level 1 & 2.
- Relevant recognised training and experience in basic arboricultural tasks including climbing and rigging at level 1 & 2.
- NSW General Construction Induction Card (white card).

Desirable:

- Relevant recognised training and experience in Chainsaw Operation at Level 3 & 4.
- Australian Qualifications Framework Certificate III in Horticulture.
- Work Cover approved Senior First Aid Certificate.
- RTA Approved Traffic Controller Accreditation.
- Aerial Rescue Statement of Attainment.
- Pesticide / herbicide application accreditation (AQF 3).
- Elevated Work Platform operator licence.
- Demonstrated experience in the use of a large tree chipper.

AUTHORITY:

- The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities, which are consistent with the responsibilities of the position. The incumbent's authority is subject to any limitation imposed by the Management Team, Corporate Policies, Procedures and Work Instructions.

KEY ACCOUNTABILITIES:

- Tree maintenance works ensure prompt and qualified attention and treatment, which leads to quality, safe parks and streetscapes.
- Quality tree and shrub planting is completed according to programme and as directed.
- Pruning and removal of trees from the air and ground
- Maintenance of trees during the establishment period leads to optimum long term results.
- Maintenance of established trees
- A high productive output while maintaining a high professional standard of work.
- Demonstrate appropriate knowledge of, and commitment to, equal opportunity principles and anti-discrimination law in the workplace.

WHS:

- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2011 and the WHS Management System.
- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area.
- Adequately familiarise themselves with their WHS responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- WHS001- Matrix is attached.

Corporate:

- To commit to and embrace the objectives of Blacktown City 2030 – City of Excellence, and to be accountable for participating as appropriate in the allocated program of works designed to deliver on the identified objectives as directed.

Equal Employment Opportunity (EEO):

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental Sustainability:

- Act in accordance with the Protection of the Environment Operations Act 1997 (NSW), the Local Government Act 1993 (NSW) and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

DUTIES:

- Where required drive and maintain allocated vehicle and plant.
- Undertake the pruning/removing of Council's trees using sound Arboriculture methods and in accordance with Australian Standards.
- Use and maintain a large tree chipper.
- Use and maintain a stump grinder.
- Proficiently and safely undertake aerial tree work with the aid of climbing ropes and harness.
- Operate and perform work as required from an elevated work platform/ cherry picker.
- Ensure traffic control is installed and utilised in accordance with RMS guidelines.
- Provide advice to residents, as required, regarding Council's Street Tree Maintenance Programme.
- Maintain an effective interface with the team, customers and community.
- As required, provide specialist advice to supervisors and management on required tree works.
- Conduct street and park tree inspections and reporting as required.
- Care for and maintain all allocated minor plant and equipment in a safe and optimum working condition.
- Undertake the spraying, fertilising, formative pruning, staking, watering and mulching of Council's trees as directed.
- Maintain a safe and clean worksite at all times.
- Be able to recognise and report any potential hazards, problems or conflicts immediately.
- Timely reporting of faults, accidents and damage to council/ community assets.
- Assist with Council's Street Tree Planting Program by undertaking planting and establishment works when required.

- Assist with the training of Council's staff and Apprentices in the Arboricultural/Tree Climbing fields.
- Where required, work with other council staff, to ensure the completion of tasks / projects.
- Achieve performance goals as directed.
- Assist with the coordination of onsite activities and resources.
- Support and promote team work.
- Assist the Team Leader in maintaining daily work records.
- Record daily works details and outcomes where required.
- Undertake a leadership role in the team, when the team leader is not in attendance.
- Timely completion of work tasks/ requests.
- Other duties as directed by team leader, supervisor, coordinator or management.

SELECTION CRITERIA:

- Relevant experience in accordance with requirements of Position Description.
- Appropriate qualifications.
- Proficiency in climbing and rigging using ropes and harness.
- Proficiency in chainsaw operation and use.
- Knowledge of applicable legislation/regulations.
- Demonstrated commitment to customer service.
- Ability to work within a team environment.
- Availability to work flexible working hours.

PERFORMANCE CRITERIA:

- As per Council's Performance Management System.
- Park and street trees are pruned or removed as directed, within set time frames, specifications, and standards.
- Site activities and resources are co-ordinated to ensure maximum productivity and minimum wastage.
- Minimal impact principle is applied at all job sites.
- Simple inspections are undertaken and appropriate works determined and implemented according to Council's specifications and sound Arboricultural practices.
- Stumps are removed to set specification and standards.
- Accurate information of works and/or recommendations for trees are recorded clearly on Customer Request Management (RM's) and Work Orders (WO) as per Council's policies.

Employee Name (PRINT):

Employee Sighted and Agreed:

Date:

Supervisor Name (PRINT):

Authorised by Supervisor:

Date:
