POSITION DESCRIPTION		
blue mountains City Council	**Position Title:**	Lead Arboricultural Technicians
	Position Number:	P01171
	Directorate:	Environment & Planning Services
	Service:	Environment, Health & Regulatory Compliance
	Location:	Katoomba / Springwood
	Date Created/Updated	1 July 2022
	Position Classification:	Band 6

POSITION PURPOSE/OBJECTIVE

Coordinate and oversee arboricultural services to meet Councils operational plans, schedules and defined targets. Expertise in the operational maintenance of trees (urban forest asset management) using climbing and EWP to produce high quality pruning outcomes and safe removal of trees. Contribute to and implement strategies that maximise the health and vitality of amenity trees, sensitive vegetation communities and public space urban canopy cover across the City.

RELATIONSHIPS

Reports to: Position Title	Principal Urban Forest with geographically based functional responsibility to Urban Forest Officers.
Report to: Position Number	P01073
Staff Responsibility:	4 x Arboricultural Technicians (Band 3-5), 1 x Trainee Arborist. Site safety supervisor for operational tree works.
Key Internal Relationships:	Arborists, Environmental Scientist / Landscape Assessors, para technical / business partners and customer service staff, WH&S Officer.
Key External Relationships:	Residents and other members of the community; government authorities; other tree / vegetation and civil contractors.

KEY RESPONSIBILITIES

Leadership

Both as the lead of the Arboricultural technician team and as an individual:

- Coordinate and oversee arboricultural services to meet operational plans and schedules, achieving defined targets:
    - Specialist tree climbing using rope and harness, including aerial rescue techniques.
    - Advanced chainsaw operations for tree removal and pruning.

    - Working from heights, including using Elevated Work Platforms.
    - Wood chipping operations.
    - Tree planting, staking, mulching, and watering.
    - Pest control in parks and roadside vegetation.
- Supervise and coordinate arboricultural team or site activities, providing on-the-job supervision and training.
- Manage worksites, including traffic control and signage arrangements.
- Lead and coordinate small, high-performing teams to ensure quality customer service.
- Demonstrate positive leadership in achieving corporate goals and fostering a participative environment for staff.
- Communicate effectively with staff to optimize resource management and encourage individual ownership of work.
- Assist the Principal Urban Forest and Urban Forest Officer in supervising and coordinating work, including staff and resource allocation.
- Anticipate future requirements, initiate forward job planning, and organize work schedules to meet area priorities.
- Share information and knowledge, including coaching, training, and mentoring staff as needed.
- Ensure work is carried out to required quality standards and contribute new ideas for improving work practices.
- Comply with Workplace Health and Safety Act and Environmental Protection Act requirements, including:
    - Following Council's work procedures for health, safety, and environmental protection.
    - Reporting hazardous conditions, work practices, and any incidents promptly.
- Ensure timely completion of daily documentation (e.g., timesheets, incident reports) and report operational and safety matters to the relevant officer.
- Participate in creating a healthy and safe workplace, embracing initiatives, information, and training. Demonstrate safe work behaviours, report hazards, and contribute to a safe workplace culture.
- Perform other relevant duties as needed within the scope of this position.
- Ensure compliant capture and secure use of public records in line with Blue Mountains City Council Records Management Policy during daily business.

Technical – Arboricultural Technician

- Provide expert knowledge and guidance to team members on the health and vitality of trees.
- Build strong partnerships that support the planning and execution of work priorities.
- Use of safe work practices and advanced climbing and rigging techniques to prune and dismantle trees in accordance with legislation, regulations, and Australian standards.
- Operate and maintain Council’s machinery and equipment according to manufacturer’s recommendations.
- Properly use, maintain, and seek replacement for personal protective equipment as necessary.
- Develop daily work strategies that promote worker safety and balance physical fatigue with productivity.
- Design and implement risk management measures such as traffic control plans and site safety measures appropriate to the level of work and in accordance with relevant codes and safety practices.
- Provide support with the coordination and maintenance of an urban forest strategy and tree management database.
- Provide advice and assistance on all aspects of tree maintenance.

- Assist in preparing designs and the coordination and implementation of arboriculture projects.
- Use all plant and equipment in a safe and competent manner and ensure all routine maintenance is carried out.
- Undertake make safe works following emergency events as and when required.
- Implement tree care strategies that seek to improve the health and condition of trees and conserve and enhance habitat.

Teamwork and quality outcomes

- Contribute to a healthy team environment.
- Build relationships with team members showing consideration and respect.
- Model and promote excellence in customer service and commitment to a customer service culture.
- Champion continuous improvement in processes, systems and documentation.
- Act in a manner that promotes integrity, ability, judgment and transparency in processes.

Guiding Principles

- We act as one organisation responding to the changing needs of our LGA and community
- We are strategy led, driven by our Community Strategic Plan with clear priorities and focus
- We are service focused we continuously improve service provision and provide excellent customer service
- We collaborate and work together to achieve our outcomes
- We ensure safety and well-being is at the centre of our organisation, operations and culture
- We are a financially sustainable organisation, living within our means, ensuring best value resource allocation

These Guidelines complement the Council's adopted Values of: Work Together; Work Safe Home safe; Service Excellence; Value for Money; Trust and Respect; and, Supporting Community

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Workplace Health & Safety

Ensure compliance with WHS obligations and responsibilities as outlined in Councils policies and procedures and under the relevant WHS legislation. These include but are not limited to: identifying potentially unsafe situations or work practices and notifying your Supervisor or Manager (or the Health, Safety Manager/Area Safety Representative); never performing a task that you believe is dangerous or for which you do not have the experience, or have not received appropriate instructions and training or where the correct equipment to carry out the task safely is not available; always work in a safe manner and in accordance with safety instructions, where applicable; use the work equipment supplied for the job, in accordance with the manufacturer's instructions), and any personal protective equipment, which the Council deems necessary and has provided; be safety aware and report any actions to your line manager which will assist the Council to meet its legal workplace health and safety obligations.

You have the right to cease or direct cessation of unsafe work. In addition, you are required at all times to comply with Councils Asbestos Management Plan and Policy.

COMMUNICATION

Clear communication skills are required. The person will communicate with a wide range of people in a variety of internal and external settings. The person will need persuasive skills to resolve problems or provide specialised advice. The role will require persons to represent and clearly articulate Council's position in negotiations and discussions with external parties and organisations.

JUDGEMENT & PROBLEM SOLVING

Makes decisions on daily and weekly work priorities within approved programs and guidelines. Judgement and problem solving are used to change and improve work arrangements, assess options and / or allocate work. The position is required to complete work that has various levels of complexity. Assistance may be sought with problem solving. Application of the following skills is required:

- Must be able to recognise issues and use initiative to identify creative solutions.
- Must be able to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficiency and effectiveness.
- Must be able to establish and analyse data to determine options.

AUTHORITY

Provides a specialised/technical service in the completion of work and/or projects which have elements of complexity (composed of many parts that may be more conceptual than definite). Decisions and advice given may commit the council to a course of action.

SKILL, EXPERIENCE, QUALIFICATIONS & BEHAVIOURAL COMPETENCIES

- Certificate III in Horticulture (Arboriculture) or relevant trade experience.
- General Safety Induction (Construction Industry) – Blue Card.
- A current MR drivers' licence is required (or ability to obtain within a 6-month period.
- Proven leadership in achieving corporate goals and fostering staff participation.
- Experience in coordinating arboriculture functions without direct supervision.
- Ability to lead medium-sized, high-performing teams, and effectively organize people, materials, and time to achieve outcomes.
- Strong observation, design plan interpretation, and problem-solving skills with a focus on best practice work processes.
- Excellent written and oral communication skills, with the ability to provide on-the-job training and mentoring.
- Proficiency in Microsoft software packages, Council-specific programs, and mobile technology, with practical application on the job.
- Experience in operating relevant equipment (e.g., chainsaws, wood chippers, blower vacs).
- Proficiency in tree climbing using rope and harness, including relevant rigging skills.
- Physical fitness and agility to perform labor-intensive tasks, including frequent heavy lifting and bending.
- Understanding of Workplace Health and Safety requirements and work practices in a parks and gardens environment.
- Satisfactory completion of a pre-employment medical assessment.

- Supplemented qualifications / additional training in:
    - Recognised training and experience in chainsaw operation at Level Basic to Advanced.
    - Traffic Controller Accreditation (or ability and willingness to obtain within first 6 months of employment).
    - Elevated Work Platform operator Workcover licence (or ability and willingness to obtain within first 6 months of employment).
    - NSW General Construction Induction Card (white card).
    - Aerial Rescue Statement of Attainment.
    - Work safely near live electrical apparatus qualification (or ability and willingness to obtain within first 6 months of employment).
- Demonstrated industry experience in arboriculture practices, including rigging, knot tying and the safe use of operating plant such as elevated work platform (EWP), woodchipper, chainsaw, stump grinder and other tools and equipment.
- A proven record of using digital operating systems for workload / customer management and / or for maintaining / improving a green assets data base.
- Ability to listen to others and communicate in an effective manner that fosters open dialogue.
- Proven skills in planning the order of tasks and undertaking work within the time limits.
- Proven record in managing site risks and implementing safety measures.
- Experience in performing work in accordance with standards and in reviewing work outcomes as part of a team to ensure quality results are produced.
- A proven record of reaching logical conclusions, providing options and recommendations.
- Experience in building positive working relationships and working collaboratively.

Desirable qualifications/attributes

- Certificate IV in Arboriculture (Horticulture)
- Current MR Driver's License
- Licenses for other mechanical and hand-held gardening equipment (e.g., Skidsteer)
- TRAC or QTRA training
- Plant ID skills for Blue Mountains vegetation
- Experience in cable bracing/root barrier installation
- Experience in advanced tree assessment such as Sonic tomography
- Immunization for Hepatitis B, Hepatitis C, and Tetanus (may be essential if assessed as high risk).

BMCC POSITIONAL PHYSICAL DEMANDS ANALYSIS

Position:	Lead Aboricultural Technicians		
Responsible Manager/ Supervisor:	Manager, Compliance & Specialist Services		
Signature:	CMartin	**Date:**	9/02/2022

Complete the physical requirements and working condition sections of the table below based on an employees average daily exposure to the tasks listed. Ratings as follows:	**Exposure Level**	**Rating**
	No Exposure	0
	Low Exposure (0 – 2hrs daily)	1
	Medium Exposure (2 – 4hrs daily)	2
	High Exposure (4 – 8hrs daily)	3

PHYSICAL REQUIREMENTS							
Heavy Manual Tasks	2	Pushing loads > 5kgs	1	Frequent bending/ stooping	1	Sitting for extended periods	0
Light Manual Tasks	2	Pulling loads >5kgs	2	Repetitive Lifting	1	Standing for extended periods	2
Trunk Twisting	1	Extend arms for reaching	2	Elevating arms above shoulder height	1	Kneeling for extended periods	0
Climbing to access/ exit excavations	0	Throwing	1	Walking on uneven ground	1	Walking for extended periods	1
Balancing	1	Crawling	0	Hearing above background noise	1	Depth Perception	1
Colour Vision	1	Fine Manipulation	0	Shoveling/Digging	1		
WORKING CONDITIONS							
PHYSICAL							
Inside Work	1	Outside Work	3	High Temperatures > 38deg	0	Low Temperatures < 3 deg	0
Operating Machinery	2	Working Near Machinery	2	Working at Heights	0	Noisy Work Areas	1
Vibration	1	Confined Spaces	0	Prolonged Driving (periods > 2hours)	0	Working Alone	0
Overhead Work	1	Use of computer for screen-based activities.	1	Prolonged Sitting (periods > 1hour)	0	Prolonged Standing (periods > 1 hour)	1
CHEMICALS				**BIOLOGICAL**			
Dusts	1	Liquids	0	Pesticide Spraying	0	Herbicide Spraying	0
Working with Solvents	0	Mists / Fumes	0	Possible exposure to Hepatitis A, B, C	0	Possible exposure to Tetanus	0
Gases/ Vapours	0	Odours	1	**BIOMECHANICAL**			
				Repetitiveness	2	Fatigue	2

ASBESTOS					
Asbestos Awareness	√	None of the below			
Class B Asbestos Removal		Asbestos Removal and Supervision		Asbestos Assessor	

USE OF PERSONAL PROTECTIVE EQUIPMENT									
Safety Boots/ Shoes	3	Dust Mask/ Respirator	0	Protective Eyewear	3	Ear plugs/Muffs	3	Hard Hat	3

Provide a brief description of the job requirements:

Physically agile and skilled tree climber. Able to manage complex tree removals and make safe works using a range of power tools in varying weather conditions.