

Position description

Ground-based Arborist

Summary information

Section	Greenspace Services	Directorate	City Assets
BCC number(s)	BCC427 and BCC1744	Position type	Permanent, full-time
Grade	Grade 6	Skill descriptor	Band 2 Level 1
Reports to	Team Leader Tree Maintenance	Direct reports	No
Approval limit	\$0	Release limit	\$0
Created/reviewed	May 2022		

Our values



Teamwork



Customer Focused



Innovation



Commitment to Safety

Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their team's success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1. Position purpose

This role is primarily responsible to:

- undertake both scheduled and reactive arboriculture maintenance works on Council's street and park trees, to contribute to quality tree management throughout Blacktown City
- 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.

The incumbent will comply with all applicable legislation, regulation and other law, including the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2025 and Council's Safety system.

2. Qualifications and experience

Essential:

- Certificate II in Arboriculture or related field
- Current class "MR" driver's licence or ability to obtain within a 3-month period
- Suitable experience in the field of arboriculture
- Recognised training and experience in chainsaw operation at levels 1 and 2
- Traffic Controller accreditation or ability and willingness to obtain within first 6 months of employment
- Demonstrated experience in the use of a large tree chipper
- Relevant recognised training and experience in basic arboriculture tasks
- NSW General Construction Induction card (white card)
- Knowledge of applicable legislation/regulations
- Demonstrated commitment to customer service
- Ability to work within a team environment
- Coordinate work site activities
- First Aid Certificate
- Work safely near live electrical apparatus qualification, or ability and willingness to obtain within first 6 months of employment
- Skills in the operation of computers, mobile phones and tablets.

Desirable:

- Relevant recognised training and experience in Chainsaw Operation at levels 3 and 4
- Certificate III in Horticulture
- Pesticide / herbicide application accreditation (AQF 3)

- Experience in the planting and establishment of trees
- Operate and maintain stump grinding machines.

3. 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.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4. Key accountabilities

Position specific

- 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 program and as directed.
- 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.
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our volunteers policy and standards
 - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.

- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working with Children) Act 2012*, the *Child Protection (Working with Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years.

Corporate

- Contribute to a positive workplace culture that embraces diversity and fosters the welfare of all staff.
- Undertake all activities in line with approved governance practices, especially in relation to risk, fraud and corruption.
- Contribute to the delivery of outcome necessary to achieve the goals and objectives of Councils currently adopted Community Strategic Plan.

Equal employment opportunity (EEO)

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

Environmental sustainability

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

5. Duties

- Pruning and removal of trees from the ground.
- Drive and maintain allocated vehicle and plant.
- Undertake the pruning/removing of Council's trees using sound Arboriculture techniques and in accordance with Australian Standards.
- Use and maintain a large tree chipper.
- Use and maintain a stump grinder.
- Ensure traffic control is installed and utilised in accordance with RMS guidelines.
- Provide advice to residents, as required, regarding Council's Street Tree Maintenance Program.
- 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 Arboriculture/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 teamwork.
- 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.
- Inspect trees for access and work and report any defects to the team leader.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6. Performance criteria

As per Council's performance management system.

Acknowledgement and agreement

Employee	Name:	
	Signature:	Date:
Supervisor	Name:	
	Signature:	Date: