

# Position description

## Team Leader Tree Maintenance

### Summary information

Section	Open Space Maintenance	Directorate	City Assets
Position grade	Grade 8	Position type	Permanent, full-time
Skill descriptor	Band 2 Level 2	Direct reports	Yes
Reports to	Supervisor Tree Maintenance	Release limit	\$0
Approval limit	\$0	BCC numbers	BCC424, BCC431, BCC432 and BCC1742
Created/reviewed	November 2019		

### 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 positive 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 teams 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 for the implementation and activation of Council's ...
- Act in accordance with the *New South Wales Work Health Safety Act 2011*, *Work Health Safety Regulation 2017* and the Work Health and Safety Management (WHS) System.

## 2 Qualifications and experience

### Essential

- Certificate III in Arboriculture
- Class MR Driver's Licence or ability to obtain within 6 months of employment

- NSW General Construction Induction Card (white card)
- Senior First Aid Certificate
- RTA Approved Traffic Controller accreditation or ability to obtain within first 6 months of employment
- Demonstrated experience in leading teams and supervising staff
- Demonstrated experience in the use of a tree chipper
- Experience implementing a tree protection program
- Knowledge of applicable legislation and regulations
- Skills in the operation of computers, mobile phones and tablets
- Demonstrated commitment to customer service
- Ability to work within a team environment.

#### Desirable

- Work Cover approved front end loader accreditation
- Aerial Rescue Statement of Attainment
- Pesticide / herbicide application accreditation (AQF 3)
- Elevated Work Platform operator licence
- Operate and maintain stump grinding machines
- Demonstrated experience in the use of a large tree chipper
- Experience in the planting and establishment of trees.

### 3 Authority

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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

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#### Position specific

- Efficient and effective operation of the position holder's team
- Effective communication with staff and the public
- Providing recommendations for annual improvement and maintenance programs and implementation
- Reporting of all hazards for all Council Assets and where possible take action to rectify and or make hazards safe
- Presentation of clean, tidy and well maintained Recreational & Open Space areas under the position holder's control
- Allocated tasks are completed in a professional and efficient manner
- Effective supervision and performance of staff under position holder's control
- Efficient and safe utilisation of all plant and equipment.

- Completion and provision of accurate documentation and reporting forms including timesheets, hazard report forms and WHS documentation and forms
- Promotion of a quality work ethic to all staff within the Open Space section
- Implementation of tree planting program and maintenance of streetscapes to required standards
- Dealing with difficult customers and resolving disputes in a professional manner
- Providing expert advice to customers and other stakeholders regarding tree related matters
- 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 standard
  - 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 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 fulfill 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* (HVNL) 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. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Manager immediately
- WHS001 - Matrix is attached.

#### Corporate

- To commit to and embrace the objectives of Our Blacktown City 2036. Contributing within Council's staffing structure and program of works to deliver our corporate objectives and strategic vision.

#### 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*, the *New South Wales 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

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- Lead the Tree Maintenance team in undertaking all assigned tasks.
- Ensure Tree Maintenance team members are adequately resourced to meet assigned targets.
- Be the primary driver of and maintain allocated vehicle and plant.
- Assist in the preparation of accident and incident reports including work load, hazard reporting forms, WHS documentation and forms and timesheets.
- Provide information and feedback to staff and the public.
- Ensure all plant, including small plant, and equipment is operated safely, effectively, efficiently and within manufacturer's guidelines, Council policies, practices and work instructions.
- Ensure daily maintenance of plant and equipment under the position holder's control.
- Coordinate work site activities.
- Conduct tree inspections prior to climbing to assess potential risks.
- Undertake aerial rescue.
- Work safely near live electrical apparatus.
- Inspect trees for access work.
- Use advanced climbing techniques in an emergency situation or as the incumbent deems necessary.
- Proficiently and safely undertake aerial tree work as the incumbent deems necessary.
- Perform aerial rigging using ropes and harness where required to ensure competency is maintained.
- Maintain chainsaws.
- Operate and maintain stump grinding machines.
- Undertake tree maintenance activities as required including tree pruning, branch removal, root pruning, removal and grinding, stump removal and grinding, felling, trimming and cross cutting trees.
- Provide on-the-job skill development and training of staff.
- Undertake toolbox talks with team.
- Maintain Open Space streetscapes to agreed standards, schedules and within agreed time frames.
- Requisition materials, goods, and stores necessary to undertake all assigned tasks.
- Ensure the correct, safe and efficient use of relevant chemicals in the completion of assigned tasks.
- Ensure site Traffic and Pedestrian control is installed and used at all times, in accordance with relevant Australian Standards, RTA requirements, Council policies, practices and work instructions when required.
- Record daily work details of Traffic Control.
- Operate or supervise staff in the operation of relevant plant, equipment and which may include:
  - tip trucks
  - utility vehicles
  - water truck
  - chainsaws, mowers, hand tools, stump grinder, chipper etc.
- Erection of temporary barricades including temporary fencing, para webbing and safety tape.

- Make safe and/or rectify any hazards associated with Open Space streetscapes.
- Undertake the pruning/removing of Council's trees using sound Arboriculture methods and in accordance with Australian Standards.
- Conduct initial street and park tree inspections during emergency situations and report findings to the Tree Maintenance Supervisor where the Tree Management Officer is unable to attend.
- Volunteer management duties if applicable.
- Other duties as directed consistent with the operations of Council.

## 6 Performance criteria

As per Council's performance management system.

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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.

### Acknowledgement and agreement

<b>Employee</b>	<b>Name</b>		
	<b>Signature</b>		<b>Date</b>
<b>Supervisor</b>	<b>Name</b>		
	<b>Signature</b>		<b>Date</b>