

Position Description

Position Title:	Tree Worker
Directorate:	Infrastructure and Property
Service Unit:	Civil Construction and Maintenance
Salary Point:	4
Position Reports To:	Field Supervisor – Tree Maintenance
Staff Management:	Nil Direct Reports
Budget Responsibility:	Nil
Date PD Reviewed:	September 2019

Organisation Context of Position

City of Newcastle employs over 900 staff and is responsible for a local government area of 187km². Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, City of Newcastle has a variety of locations across the City and encompasses 5 Directorates:

- Governance
- Strategy and Engagement
- People and Culture
- Infrastructure and Property
- City Wide Services

The purpose of the Infrastructure & Property Directorate is to:

- Ensure whole of life planning and maintenance of CN's built, physical and natural assets including infrastructure, plant and fleet assets.
- Manage the delivery of civil works and environmental projects across the LGA.
- Provide contract management services to CN, including the management of relevant works and services delivered by external providers, as well as leasing & property management.
- Provide services that improve presentation of the city, including city greening, graffiti removal and street cleaning.

The Service Elements that form the Infrastructure & Property Directorate are:

- Depot Operations
- Assets & Projects
- Civil Construction & Maintenance
- Property & Facilities

Workplace Health & Safety

WHS RAA Level	6
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For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.

Position Responsibilities

- Contribute to the efficient and effective planting, maintenance and other associated works of trees and shrubs on land under the control of CN.
- Work in a team-based environment in a manner which promotes team spirit and harmony to optimise the output and objectives of the team.
- Maintain the health and safety of the general public and CN staff during the execution of works by adhering to safe work practices in accordance with WHS guidelines and Safety Management System.
- Implement correct tree planting, pruning and removal techniques, while working under the direction of the Field Supervisor, in accordance with Australian Standard 4373 – Pruning of amenity trees and associated industry standards and best practice.
- Understand and follow both verbal and written instructions.
- Complete allocated works within nominated timeframes to achieve the required standard and quality of work.
- Safe and efficient operation of plant and equipment relating to tree works within the position competence level.
- Any other accountabilities or duties as directed by Supervisor / Coordinator / Manager which are within the employee's skill, competence and training.

Position Selection Criteria

Essential

1. Demonstrated experience in Arboriculture.
2. Minimum Certificate AQF Level 2 in Arboriculture, or current enrolment with an ability and willingness to complete.
3. Demonstrated experience in the operation and maintenance of relevant plant and equipment including chainsaws, pole saws and woodchipper.
4. Demonstrated ability to apply tree works as specified and in line with Australian Standards 4373 – Pruning of amenity trees, and industry best practice.
5. Ability to follow both verbal and written instructions and perform allocated duties with minimal supervision in a team-based environment that adapts to change and endeavours to focus on continuous improvement.
6. Demonstrated ability to keep and maintain accurate written or electronic records for daily activities and tasks.
7. Current certification or willingness and ability to obtain Traffic Controller and Implement Traffic Control Plans, Elevated Work Platform (NSW WorkCover Certificate for boom over 11m) and Safe Work Near Powerlines.
8. General WHS Induction for Construction Work in NSW Certificate (White Card) and minimum class “MR” drivers’ licence.

Desirable

1. Extensive experience in Tree Work Industry. AQF Level 3 Arboriculture with demonstrated ability to apply tree maintenance as specified and in line with Australian Standards 4373 – Pruning of amenity trees, WorkCover Code of Practice with the tree industry.
2. Demonstrated, Experience and ability to safely and efficiently undertake complex tree works and remove large hazardous trees, including demonstrated competence in the use of EWPs, friction drums incorporating the relevant rigging, ropes pulleys, and safe working loads.
3. Demonstrated ability to organise the efficient use of plant, equipment, materials and staff to perform allocated duties with minimal supervision. Demonstrated ability to lead staff, promote teamwork to achieve required standard of job completion.