

## Position Description

<b>Position title:</b>	<b>Leading Hand Tree Maintenance</b>
<b>Work location:</b>	Waratah Works Depot
<b>Directorate:</b>	<b>Planning &amp; Environment</b>
<b>Reports to:</b>	City Greening Coordinator
<b>Direct reports:</b>	Supervision of 1-4 employees
<b>Salary Point:</b>	SP6
<b>Decision making:</b>	Level 6
<b>Date revised:</b>	July 2023

## Council Overview

City of Newcastle employs over 1,200 staff and is responsible for a local government area of 187km. Newcastle is both the cultural and economic centre of the Hunter region. Our organisational structure consists of four directorates, each linked to the four themes of our Community Strategic Plan (CSP):

1. City Infrastructure
2. Corporate Services
3. Creative and Community Services
4. Planning and Environment

The Environment & Sustainability (E&S) service unit is part of the Planning & Environment Directorate, and this role sits in the City Greening service element, as part of the E&S service unit, reporting to the Field Supervisor – tree Maintenance.

## What's it like working at the City of Newcastle?

We are focused on making a difference in our community and achieving our vision of **creating a liveable, sustainable, inclusive global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers its employees the opportunity to develop in their current role, grow into future opportunities and reach their full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making as well as our day-to-day interactions.

We value diversity of thought, and we focus on equity in the workplace. We are committed to creating an inclusive workplace culture where everyone feels respected, safe, and valued so they can be themselves and fully contribute their opinions and perspectives to the success of the organisation

## What it's like working in Environment and Sustainability?

The newly formed Environment and Sustainability (E&S) Service Unit are responsible for delivering a range of capital works and operational programs to protect and enhance our natural environment and to ensure the sustainability of our city. The E&S Service Unit is responsible for:

- managing our environmental assets, such as our bushland, water courses, street trees, coast, estuaries and wetlands.
- delivering initiatives to transition Newcastle to a net zero emissions city and to adapt to the impacts of our changing climate.
- managing our street tree and park tree replacement program.
- managing Blackbutt Reserve.
- developing and implementing environmental policies and strategies to drive environmental and sustainability practises.
- coastal and flood risk management.

**What's the focus of this position?**

This position delivers a diverse range of tree work activity. Working as part of a positive and productive team, you will use correct tree planting, pruning and removal techniques to satisfactorily complete allocated works within nominated timeframes to achieve the required standard and quality of work, whilst ensuring safe work practices are adopted and carried out in accordance with WHS guidelines

**What you will be doing:**

- Assist the Field Supervisor with the efficient and effective planting, maintenance and other associated works of trees and shrubs on land under the control of CN.
- Assist with the planning and organisation of works to achieve optimum utilisation of resources in conjunction with minimum inconvenience to public amenity during the execution of works.
- Implement correct tree planting, pruning and removal techniques, in accordance with Australian Standard 4373 – Pruning of amenity trees, associated industry standards, best practice and where required oversee and guide team members to achieve the same standards.
- Work in a team-based environment in a manner which promotes team spirit and harmony to optimise the output and objectives of the team.
- When directed by Field Supervisor provide supervision of the work site and other staff to ensure the safe setup and operation to achieve quality Arboricultural outcomes.
- 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.
- Ability to follow and as required provide both verbal and written instructions.
- Assist the Field Supervisor with the satisfactory completion of allocated works within nominated budget and timeframes.
- Any other accountabilities or duties as directed by Supervisor / Coordinator / Manager which are within the employee's skill, competence and training.

**The essentials you'll need:**

- A minimum of 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.
- 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.
- General WHS Induction for Construction Work in NSW Certificate (White Card) and minimum class "MR" drivers' licence.

- Extensive experience in Tree Work Industry, with the ability to safely operate and maintain relevant plant and equipment including chainsaws, pole saws and woodchipper.
- Demonstrated ability to efficiently supervise, provide training and co-ordinate labour, plant and resources to achieve set service level standards in line with Australian Standards 4373 – Pruning of amenity trees and industry best practice.
- Ability to follow both verbal and written instructions and perform allocated duties and where required provide supervision to other team members in a team-based environment that adapts to change and endeavours to focus on continuous improvement.
- Demonstrated ability to communicate effectively (both written and verbal) with staff, supervisors, and external customers.
- Utilising general office software packages whilst demonstrating the ability to keep and maintain accurate records.

**Other valuable skills you may have:**

- 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.
- Demonstrated ability and experience 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.

**We'll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

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