

## POSITION DETAILS

<b>Position Title:</b>	Trainee Arborist	<b>Position Grade:</b>	2
<b>Department/Group:</b>	Operations / City Infrastructure	<b>Position Status / Hours per Week:</b>	Full time / 38 hours

## PRIMARY PURPOSE OF THE POSITION

- The provision of Arborist technical services within the City of Ryde
- Undertaking of tree maintenance activities with Open Space and Streetscape areas
- Participate as a member of the Arborist team and project a positive Council image at all times
- Carry out other duties as directed consistent with the skills, experience and training of the incumbent.

## SELECTION CRITERIA

### Education / Qualifications

- Have completed Certificate 2 Arboriculture as a minimum requirement
- Minimum Certificate 2 in climbing

### Experience/Specific skills

- Experience in tree maintenance or similar
- Competency in the operation and maintenance of arborist related plant and equipment, especially chainsaws and wood chippers
- Competency in climbing, working at heights and use of harness and rigging equipment
- Competent level of literacy and numeracy

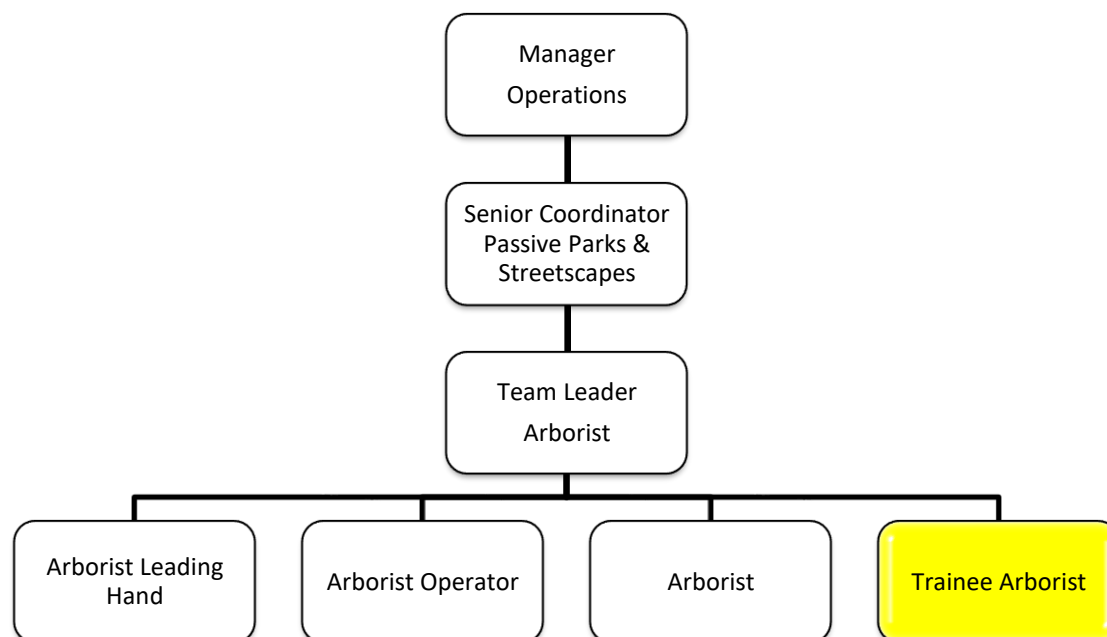
### Personal Attributes

- Personally committed to working safety and strictly observing safe work practices and procedures
- High levels of reliability
- Proven skills as a teamworker
- Able to use initiative to solve day to day work issues on-site

### Desirable Qualifications, Experience and/or Skills

- Certificate 3 or Certificate 4 in Arboriculture
- Class MR Truck Licence
- EWP Certification
- Dogger or Crane Certification
- Experience using environmental controls
- Experience and certification with traffic management controls
- Electrical Awareness Certificate (5099) and experience working adjacent power lines
- WHS General Induction Certificate

## ORGANISATIONAL CHART



## SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the Operations Department in the City Works and Infrastructure Directorate.

- Public trees Arborist service

## CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all OH&S policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery

## CORPORATE ACCOUNTABILITIES

15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM-CoR methodology
17	To identify and minimise exposure to risk
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

## WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, as appropriate. You are also responsible for the following:

### Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm
- Participate in development of safe work methods and risk assessments with your Supervisor when required
- Actively participate in WHS inductions and training when required
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified
- Participate in workplace inspections if required
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices
- Participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor

### Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences

### Injury Management

- Report all injuries/illnesses to your Supervisor immediately
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable

### Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

## OUR VALUES

All employees at City of Ryde are to observe our values which are:

### **Health & Safety**

We take personal responsibility for our own health, wellbeing and safety. As well as the health, wellbeing and safety of our colleagues and customers.

### **Excellence**

We do the best we can for our customers and embrace innovation in the way we work.

### **Accountability**

We are honest, transparent and act in the best interest of Council and the community.

### **Respect**

We listen, seek to understand, and celebrate the diversity of the people within our organisation and the community.

### **Teamwork**

We work within both our own teams and other teams to successfully achieve council's goals.

Employee's Name	
Employee's Signature:	
Date:	