

## POSITION DETAILS

<b>Position Title:</b>	Labourer – Tree Works	<b>Position Grade:</b>	1
<b>Department/Group:</b>	Parks and Open Space / City Infrastructure	<b>Position Status / Hours per Week:</b>	Permanent / 38hrs

## PRIMARY PURPOSE OF THE POSITION

- To undertake Arborist labourer tasks as allocated by the Team Leader
- Adhere to mandatory requirements
- Improve skills by participating in training programs and work experience
- Be proactive in reinforcing standards
- Assist in maintaining team work and present a positive Council image
- Provide training to team members
- Provide technical or specialist expertise in undertaking works

## SELECTION CRITERIA

### Education / Qualifications

- School Certificate or higher, or relevant working experience
- WHS General Induction Certificate

### Experience/Specific skills

- Experience in the operation and maintenance of chainsaws and woodchippers
- Minimum 1 year's experience carrying out tree felling and maintenance practices
- Competent level of WHS procedures

### Personal Attributes

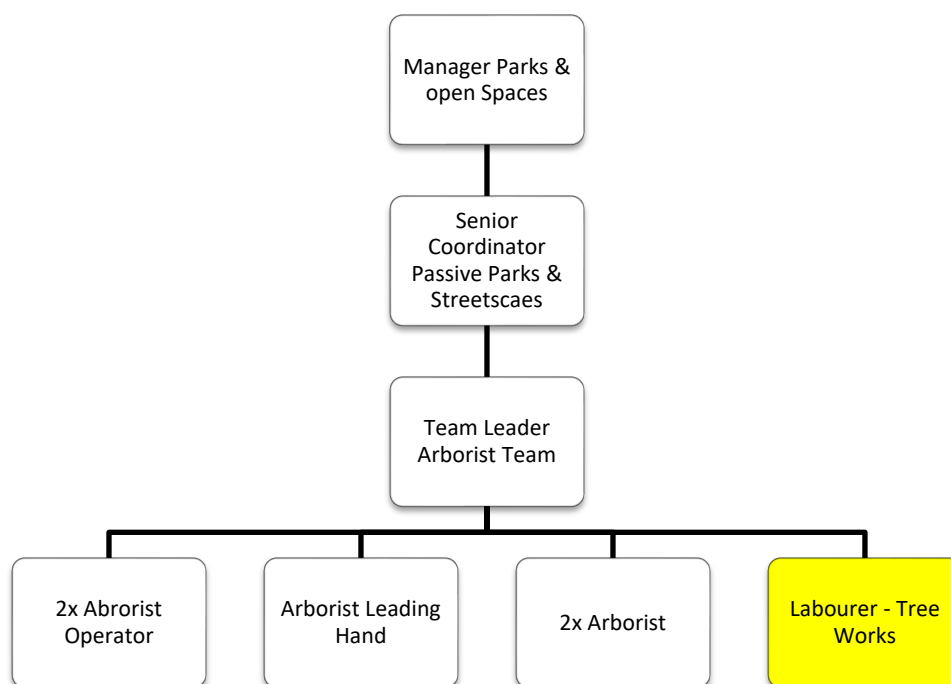
- Self-motivated and an ability to work unsupervised
- Ability to use initiative to solve day to day work problems
- A reliable track record
- Ability to project a positive image of Council when working in the public domain

### Desirable Qualifications, Experience and/or Skills

- Bi-lingual language skills
- Completion of short course or structured on the job training program in plant/ machinery operation and use
- 5099 Certificate (power lines)
- Elevated Work platform Certificate
- Dogman Certificate
- MR Truck Licence
- TAFE trade certificate in arboriculture or similar
- Horticultural Methods
- Arboricultural Skills
- Legislative/ Standards understanding
- Mechanised Plant Operations

**Please note:** In line with Council's COVIDSafe Workplace Policy & Procedure all staff are required to be vaccinated against COVID-19

## ORGANISATIONAL CHART



## 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 WHS 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
15	To identify and initiate improvements of processes to maximise service delivery

## CORPORATE ACCOUNTABILITIES

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, where 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:	