

# Position Description

## Field Operator (Arboriculture)

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** May 2023

### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

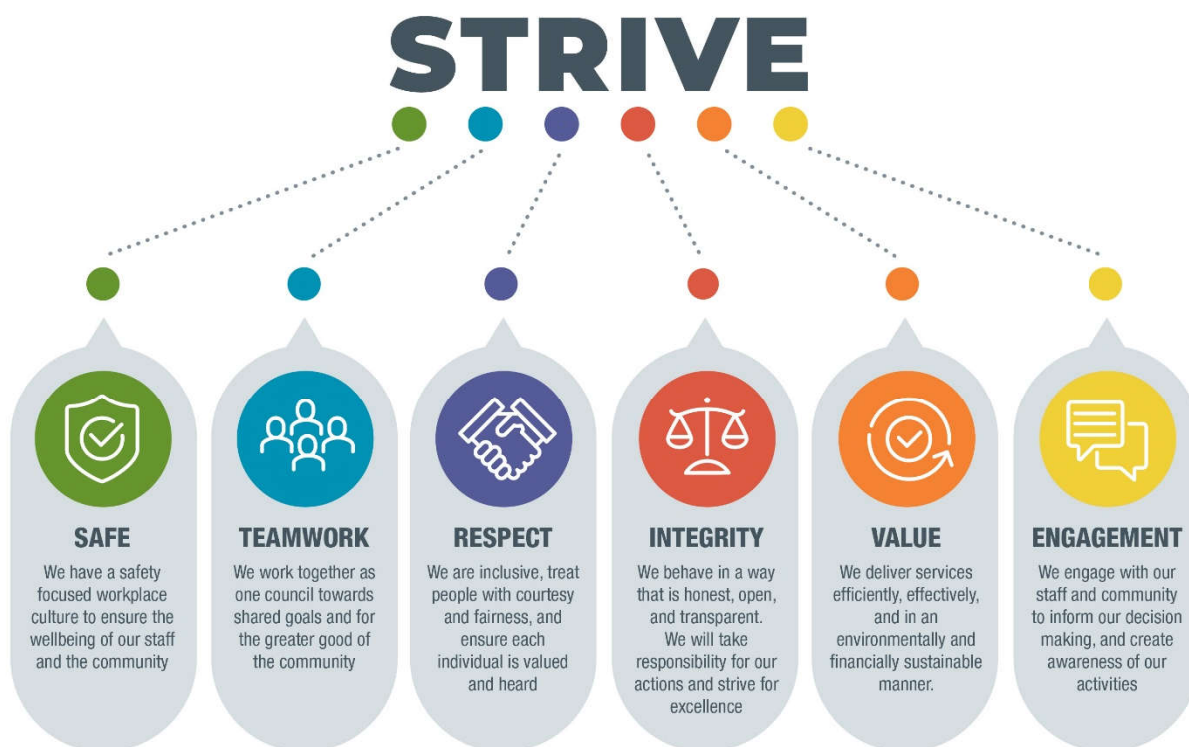
Assessed entry level of position within salary system:	Band 1 Level 3
Position limit within salary system: (20 Grade structure)	Grade 4 Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	76

### Organisational relationships

Directorate:	Works and Civil
Section/Unit:	Open Spaces & Facilities
Team:	Not applicable
Work base:	Rushforth Road Works Depot, Townsend, Yamba or Iluka Depot, however this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
Position responsible to:	Supervisor (Open Spaces) with indirect reporting to Senior Field Operator (Arboriculture) on day to day operational matters
Level of support and supervision:	Medium
Level of personal management	Medium
Level of teamwork required:	High
Supervision of staff:	Nil
Internal contacts:	All staff within Council, but primarily within the Open Spaces & Facilities Section
External contacts:	General public, government agencies, and private organisations

### Vision, mission and values

<b>Our vision:</b>	To make the Clarence Valley a community full of opportunity
<b>Our mission:</b>	To plan and deliver services valued by the community
<b>Our values:</b>	the acronym ' <b>STRIVE</b> ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



### Purpose of the position

To undertake works in relation to urban tree management to effectively and efficiently deliver arboriculture services in accordance with established service levels, standards, policies, procedures and regulatory requirements.

To provide timely, accurate and succinct information to Supervisor (Open Spaces), Tree officer and Senior Field Operator (Arboriculture) on urban tree issues and matters of public complaint and request.

To undertake works as required contributing to the maintenance and improvement of Council's open spaces, sportsgrounds, parks and reserves.

## Major duties and responsibilities

Undertake works to ensure cost efficient delivery of service and a safe working environment for employees and the public, including (but not limited to) the following:

- visual and invasive inspections of Council's urban trees
- approved works on Council's urban trees, including planting, felling, and formative pruning in complex situations as per Australian Standard "Pruning of Amenity Trees" AS4373-2007
- maintenance and emergency activities in relation to Council's urban trees

Inspect urban tree matters (including private works and matters of public complaint) and prepare advice, estimates and reports and recommend maintenance and removal options

Undertake works in accordance with all quality, environmental and WHS requirements, completing all appropriate documentation including (but not limited to):

- Risk assessments
- Selection and use of appropriate safe work codes and traffic control plans
- Plant pre start check lists
- Site inductions
- Work orders & Customer Requests
- Quality and environmental control documentation
- Timesheets and plant sheets
- Active involvement in injury prevention and management, and return to work programs

Convey information and facilitate development and training opportunities for staff in relation to arboriculture activities

Ensure works under the position's control are completed to required standard

Liaise and coordinate with others to ensure efficient delivery of Council services

Be responsible for the maintenance of the first aid kit attached to the plant operated by the position

## Essential selection criteria

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

### Education and knowledge

Certificate II or above in Arboriculture; or equivalent relevant industry experience

Knowledge of and sound background in tree care (arboriculture)

### Licences/tickets, clearances, membership

Current Drivers Licence

WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW

Chainsaw Certificate Level 1 (trim and cross cut felled trees) (certification FPICOT2239A or equivalent)

### Experience

Demonstrated experience in a similar role requiring sound knowledge and background in arboriculture activities

Demonstrated experience in planting, felling and formative tree pruning

Demonstrated experience in the completion of visual tree inspections

### Essential selection criteria

#### Position related skills

Communication skills including the ability to liaise with the public

Demonstrated ability to make and maintain accurate records

Ability to follow instructions

#### Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

### Desirable selection criteria

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.*

#### Education and knowledge

Certificate III in Arboriculture

#### Licences/tickets, clearances, membership

Current HR licence

High Risk Work Licence Class 'WP' - Boom type elevating work platform

Safe Work Near Overhead Powerlines Certificate

RMS Traffic Control Certificate 'Traffic Controller'; or equivalent recognised in NSW

RMS Traffic Control Certificate – 'Implement Traffic Control Plans'; or equivalent recognised in NSW

Chainsaw Certificate Level 2 (Basic) (Certification FPIFGM2208A or FPIFGM3204A or equivalent)

Statement of Attainment (Backhoe), WorkCover ticket or ability to demonstrate competence

Statement of Attainment (Front End Loader) WorkCover ticket or ability to demonstrate competence

### Physical requirements of the position

Capable of working in difficult terrain, including walking up and down embankments and over rough ground, with prolonged standing, frequent bending

Frequent driving between job sites

Manual handling (including heavy lifting with assistance) and general labouring duties

Access and egress to plant and equipment

Prolonged periods of sitting

Prolonged periods of standing

Frequent use of computer keyboard

### Other features of this position may include

Call back to undertake emergency operations

**Generic performance requirements**

**Ethics/probity** – act in accordance with the Code of Conduct.

**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

**Other duties (outside of specific position requirements)** - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

**Declaration**

In signing this declaration I acknowledge that I, .....  
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: ..... Date .....

*Employee*