

POSITION DESCRIPTION				
Position Title:	Team Member Arboriculture		Position No:	2920
Directorate:	Development & Community		Section:	Open Space & Environment
Unit:	Parks		Sub Unit:	Arboriculture
Reports To:	Team Leader Arboriculture		Directs Reports:	Nil
Indirect Reports:	Nil		Location:	Hervey Bay
Version No: Oct 2022	Evaluated: SE18	Status: Approved	By: EMODC	Review: Oct 2024
<p>Position Objective</p> <p>To adhere to Councils Tree Management Policy.</p> <p>To support the Supervisor/Team Leader Arboriculture by implementing programs ensuring a safe, efficient operation to mitigate risk of the Council trees throughout FCRC parks street trees and reserves.</p> <p>The incumbent’s duties will include the undertaking of activities in park maintenance within FCRC high profile areas.</p>				<p>Our Values</p> <p>Trust</p> <p>Respect</p> <p>Accountability</p> <p>Initiative</p> <p>Teamwork</p> <p>Service</p>
Key Responsibilities and Indicators				
Key Result Areas	Key Accountabilities			Performance Indicators/Outputs
Technical & Professional Advice Input	<ul style="list-style-type: none">➤ Provide highly skilled assistance to the Supervisor/Team Leader Arboriculture with the planning and preparation of maintaining Councils Park and street trees➤ Develop and coordinate appropriate resources, including plant and staff and ensure are utilised effectively.➤ Provide technical guidance, advice and assistance to the Parks Staff, internal and external customers.➤ Provide support to Parks Team Leaders, Supervisors and other teams within council as required.➤ Apply relevant Australian and council Standards to work programs to assess compliance, and amend work programs accordingly.➤ Day to day responsibility for keeping all relevant records up to date at all times, such as but not limited to the following:<ul style="list-style-type: none">a) Spray recordsb) Site Risk Assessmentsc) Parks inspection recordsd) Traffic Management planse) Prestart checks➤ Undertake maintenance works with limited supervision within all park areas and tasks which could include any or all of the activities below at any given time:<ul style="list-style-type: none">1) Tree planting, implementation of soil tests and rectification.			<ul style="list-style-type: none">➤ Establish and work within a yearly cyclic works program and review to maximise efficiency gains.➤ Information provided is accurate, timely and maintains council’s image and accountability.➤ Measured against Parks maintenance standards and relevant Australian, Queensland and WH&S standards.➤ Give relevant and accurate information to council staff in a timely manner.

	<ol style="list-style-type: none"> 2) Inspecting trees in Council Parks and at residential addresses following receipt of requests from residents/Councillors. Identifying and Reporting Hazardous Trees 3) Assist in the educating the public of Councils Tree Management Policy 4) Operating: Driving Truck, Truck Crane, Elevated Work Platform, Chain saw, Pole Saw 5) Performing jobs as required at a safe level to reduce Risk and potentially Hazardous Work necessary on a daily basis. Removal of Hazardous trees in confined spaces. In accordance with Councils TMP 6) Regular Maintenance of all equipment used e.g. Chain Saws, Truck & Chipper, EWP 7) Carrying out of scheduled tree works as distributed by the TL/Supervisor Arboriculture 8) Assisting operationally with the Clean-up of storm damaged trees after Cyclones etc. 9) Arboriculture Techniques: e.g. Tree Pruning - Formative, Directional, Crown thinning, Weight & Crown reduction, Crown lifting, Crown cleaning, Pollarding, root pruning instalment root barrier etc. 10) Helping TL with the planning and programming of Street Tree Planting and after care 11) Stump grinding and mulching 12) Diagnose and rectify pest and disease problems. In accordance with Councils Tree Management Policy and the Australian Standards Removal of diseased, decaying, damaged, dead and crossing branches 13) Taking photographs of trees which may be contentious/for Council's future reference 14) Compile basic Tree Reports 15) Keeping the public safe, by using appropriate signage and isolating work sites 16) Capturing data in the field and delivering information to TL for processing and programming 17) Identifying Tree Species 18) Identifying trees which have habitat and taking measures to ensure habitat are correctly handled in accordance by law 19) Implement IPM principals throughout areas maintained. 20) Dealing with and assisting in solving complex tree issues 21) Provide specialist technical advice and assistance with landscape design and implementation. 22) Undertake a supportive role for social and public events. 23) Support and supervise work groups (such as Glendyne, Skilled centre, Tafe students, Trainees, Work Experience). 	
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	<p>24) Employ approved signage practices as per MUTCD manual.</p> <p>➤ Research and prepare data for projects or issues as required.</p>	
Plant	<p>➤ Operate light mechanical plant including, but not limited to, any or all of the below:</p> <ul style="list-style-type: none"> a) Large wood chipper b) Stump grinder or similar equipment c) Operate a variety of small plant e.g. chainsaw, pole saw, motor mower etc. d) Ride-on mover/tractor with implements. e) Motor vehicles with capacity exceeding 6.08t. f) Rigid motor vehicle exceeding 11tGVM up to 15tGVM. g) Pneumatic tractor without powered attachments up to 70KW and with powered attachment up to 35KW. h) Crawler tractor without powered attachments up to 2,721kg or with powered attachments up to 4,536kg. <p>➤ Undertake preventative maintenance of small plant relevant to the job requirements.</p>	<p>➤ Plant serviced according to Council requirements.</p> <p>➤ Minimal wear and tear and damage to plant.</p> <p>➤ All Workplace Health & Safety guidelines adhered to.</p>
General	<p>➤ Contribute to own workplace learning and skills development.</p> <p>➤ Complete allocated tasks in a team context within designated timelines.</p> <p>➤ Contribute to a teamwork environment.</p> <p>➤ Be prepared to learn new work methods and undertake training as required.</p>	
Work Health and Safety	<p>➤ Adhere to relevant Work Health & Safety policies and practices and carry out responsibilities outlined in Council's Safety Management Plan.</p>	<p>➤ 99% compliance with Monthly Action Plans</p>
Risk Management	<p>➤ Read, understand and comply with conditions as set out in the Risk Management Policy and undertake all relevant risk management training.</p>	<p>➤ As per Council risk management KPIs</p>
Records Management	<p>➤ Adhere to relevant Records Management policies and practices to ensure compliance with the Public Records Act 2002.</p>	<p>➤ As per Council's record management policies and procedures</p>
Code of Conduct and EEO	<p>➤ Encourage and promote behaviour consistent with Council's Code of Conduct and create a positive and equitable workplace environment that is safe, flexible, fair, culturally appropriate, inclusive and free from discrimination and harassment.</p>	<p>➤ Any matters arising are dealt with in accordance with the appropriate Council policy and procedures</p>
Customer Service	<p>➤ Deliver the highest quality and level of service</p> <p>➤ Provide a high level of customer service to internal and external customers</p>	<p>➤ As per Council's Customer Service Standards Management Policy.</p>
Sustainability Requirements	<p>➤ Adhere to the Sustainable Fraser Coast Charter and Implementation Plan and understand sustainability is a key element of Council's planning framework and is incorporated into all facets of decision making and policy development.</p>	<p>➤ As per Council's Sustainability Charter.</p>
Values	<p>➤ Exemplify Council's values of Trust, Respect, Accountability, Initiative, Teamwork and Service</p>	<p>➤ As per Council's 'TRAITS' campaign.</p>

	through the demonstration of each value’s associated behaviours. (Building Better Communities)	
	➤ Other duties as directed.	➤ Tasks are undertaken in an efficient and timely manner
Selection Criteria		
<div>1. High level of oral and written communication skills:<ul style="list-style-type: none">• Interpersonal: Good listening and negotiation skills, and ability to convey clear instructions• Written: Correspondence, mandatory forms Tree reporting</div> <div>2. Demonstrated knowledge and experience in Arboriculture including experience in ecologically sound maintenance methods.</div> <div>3. Demonstrated experience in autonomously developing work programs, and well-developed organisational skills with the ability to multitask several projects to ensure high quality project outcomes are achieved within tight timeframes.</div> <div>4. Demonstrated ability in integrated pest management practises.</div> <div>5. Demonstrated knowledge and experience of Work Health and Safety and Risk Management policies, practices and responsibilities.</div>		
Qualifications/Licences		
Mandatory	<div>➤ Medium Rigid truck licence</div> <div>➤ AQF Level 3 in Arboriculture</div> <div>➤ Level II chain saw licence</div> <div>➤ Ability to work at heights</div> <div>➤ Construction Induction White Card</div>	
Desirable	<div>➤ AQF Level 3 in Horticulture</div> <div>➤ Level III advanced Chain Saw licence</div> <div>➤ AQF Level 4 Certificate in Arboriculture</div> <div>➤ Elevated Work Platform (EWP) Licence 11<and Higher</div> <div>➤ Working in confined spaces</div> <div>➤ Visual Tree Assessment training (VTA)</div> <div>➤ Implement Traffic Management Plans</div>	
Licences	➤ Current class C Driver's Licence	
Mandatory Training		
	<div>• Work Health and Safety</div> <div>• Duty of Care</div> <div>• Manual Handling</div> <div>• Fire & Evacuation</div> <div>• Code of Conduct</div> <div>• Noise & PPE</div> <div>• Height Safety</div> <div>• ACDC Licence</div> <div>• Traffic Management</div> <div>• Visual Tree Assessment training (VTA)</div>	

Conditions of Employment			
Status	Permanent Full Time		
Award	Queensland Local Government Industry (Stream B) Award - State 2017		
Agreement	Fraser Coast Regional Council Certified Agreement 2021		
Classification Stream	Operational Services		
Classification	LGE Level 5		
Allowances	As per Fraser Coast Regional Council Certified Agreement 2021		
Progression	N/A		
Work Pattern	FWA	Hours/Week	38 hrs
O/T Payable	Upon approval		
Uniform	PPE, as per Dress Standard and Corporate Uniform Management Policy		
Other	Functional Capacity Assessment		
Position Number:	2920	Position Title:	Team Member Arboriculture

I, _____, accept the position description as outlined above. I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

Signature of Employee Date: ____/____/____