

INSPECTING ARBORIST

Position Description



Moreland
City Council

Position number:	649
Classification:	APKSAR
EA:	Moreland City Council Enterprise Agreement
Department:	City Infrastructure
Branch:	Open Space and Environment
Unit:	Open Space Maintenance
Reports to:	Coordinator, Open Space Tree Maintenance
Supervises:	N/A
Approved by:	Unit Manager, Open Space Maintenance

Organisational values:



Position objectives

To provide advice on the condition and risks associated with Moreland's Council trees and Urban Forest by compiling reports, audits and assessments on the following Open Space issues;

- Tree health and condition enhancement
- Tree risk and hazard abatement.

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- Tree preservation and conservation
- Tree pest and disease effects and recommendations for control
- Planning enquiries related to tree protection significance
- Streetscapes issues and complaints resolution
- Assessment of building & property damage in relation to tree causation factors

Assist in the maintenance and auditing of Council's tree management compliance and customer service compliance systems.

A high level of public contact and negotiation is involved and excellent communication, report writing skills mediation and customer focus is essential

- To assist the Coordinator with the daily implementation of Open Space tree inspection schedules for parklands, recreation reserves/ - or tree maintenance areas across the municipality;
- To plan, program and ensure works are carried out in the Tree Maintenance areas in a safe, efficient and effective manner to an acceptable professional standard.
- To provide daily direction and support to staff within Open Space Maintenance and provide on-the-job training for new staff, as required.
- To program, plan and carry out Arboriculture work and directing staff in the shaping and pruning of street and park trees in a safe, efficient and effective manner and in accordance with accepted work practices.
- Provide direction, leadership and on the job training for the employees within the tree crew.
- Inspection of Council trees (Visual Tree Assessment) and Tree Risk Assessment methodology, customer interactions and helping them understand Council interventions and when we prune or remove trees, educating residents about Moreland's Urban Forest Strategy.

Key responsibility areas

In conjunction with the Coordinator, plan the relevant work program priorities and implement as follows:

- Assist the Coordinator in the development of open space tree works programs and regular maintenance schedules specifically for the management of tree maintenance;
- Monitor, cost and order Open Space maintenance equipment and supplies to ensure works can be completed in established timeframes and to the specification;
- Allocate costs for works and programs and process invoices and variations to contracts in accordance with Council policies and procedures;
- Check and approve leave forms, monitor unscheduled leave and enter relevant details in Kronos (time and attendance system);
- To work in a safe, efficient and effective manner taking all reasonable care of one's own health and safety and for the health and safety of any other person(s) who may be affected by the employee's acts or omissions.
- This includes:
- Sharing of technical knowledge with team members to ensure skills within the section are developed and enhanced
- Provide arboriculture advice and guidance to Council and employees, in relations to tree risk management issues.
- Participate in department meetings and provide input into arboriculture policies and procedures as required.
- Undertake research and investigation regarding arboriculture issues as requested.

- Be conversant with applicable legislative requirements or guidelines related to Open Space maintenance.
- Assess trees within the municipality on a regular basis for the purposes of providing input into the improvement of quality and efficiency of Council's Area Integrated Management AIM program.
- Under guidance, analyse collected data and make recommendations to the Unit Manager Open Space and Co-ordinator Arboriculture regarding tree inspection, maintenance and risk management issues.
- Undertake onsite tree audits and tree inspections and prepare relevant reports.
- Allocate and complete customer requests allocated through Council's Customer Request System (CRS) and provide follow up with clients in relation to the completion of tasks within agreed timelines.
- Update maintain and extract data from various databases and applications including Content Manager, CRS Pathways and KRONOS/Payroll spreadsheets, used by Open Space Maintenance to provide reports as required
- Liaise with Councils Supervisory Arborist regarding work recommendations and feedback of quality of works
- Provide on the job training to ensure the safe and efficient use of various items of plant and equipment used by employees to ensure the employees adopt safe work practices.
- Provide input and advice on Risk Management & Arboriculture issues for the continued improvement of service delivery standards.
- Positively promote the benefits of Councils Urban Forest to Council's citizens, staff, contractors and volunteers.
- Council Policies that apply at any one time including the wearing and maintenance of safety clothing and equipment issued.
- Ensure that any vehicle driven is driven in accordance with the relevant Victorian Road Laws and in a safe, responsible and courteous manner.
- Record and process data on hand held PDA electronic recording devices as required
- Completion of both Visual Tree Assessment (VTA) and when required Aerial tree assessment reports
- Display excellent customer service and be courteous and helpful to members of the public.
- Council Policies that apply at any one time including the wearing of safety clothing and equipment issued.
- Drive 2 axle trucks greater than 8 tonnes GVM including the Elevated Platform vehicle and towing of the woodchipper. Ensure that the vehicles are driven in a safe, responsible and courteous manner.
- Make recommendations to the Coordinator for the holding of appropriate training programs and/or sending of individual employees or groups of employees to appropriate training courses;
- Ensure all resident requests for maintenance services are responded to and programmed according to existing customer service and open space service provision standards;

Continuous Improvement

- Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.

Occupational Health & Safety

- Contribute to the achievement of a safe and healthy environment by working in accordance with Council's OHS Policy and Procedures.
- Assist in the implementation and maintenance of SafetyMap accreditation for the Unit.
- Assist in the implementation and maintenance of health and safety standards and procedures according to legislation and consistent with MoreSafe and SafetyMAP.
- Administer First Aid in emergency situations where required.
- Make safe and/or rectify any hazards within Open Space areas and ensure all works are left safe and without risk to the public.

- Ensure that due care is taken to protect public persons and others by placing appropriate signs and barricades at work sites in accordance with the guidelines of the relevant codes of practice.
- Undertake JSA and risk assessments as required and participate in OH&S audits and provide audit information as requested

Environmental Sustainability

- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.

Diversity & Equity

- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

Records Management

- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

Other duties

- Open Space Afterhours duties, as rostered.
- Required to undertake other duties as directed.

Employee competencies and accountabilities

Competencies:

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Instils Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Accountabilities:

- Behave ethically when undertaking duties, ensure strong and effective fraud and corruption controls are established and regularly reviewed for the work area and provide advice and educate Branch staff.
- Lead risk management practice by identifying, assessing, influencing, preventing, treating and monitoring risk relevant to the role, the work area and broader organisation.
- Champion customer-centric behaviours and staff and community engagement that supports collaboration and richer outcomes.
- Implement and maintain Continuous Improvement System standards and procedures.
- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.
- Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
- Demonstrate effective leadership on OHS matters.
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

Organisational relationships

Internal Relationships	Coordinator, Open Space Tree Maintenance Unit Manager, Open Space Maintenance Unit Manager Open Space & Environment Co-ordinators Open Space Assistant Coordinators Open Space Asset Protection Officers Risk Management Coordinator Open Space Technical Officer Complaints Resolution Officer Local Laws / Asset Protection Administrative Staff Urban Planning Human Resources
External Relationships	Residents State/Local Government Departments Contractors Utility Personnel Emergency Services (e.g. SES, Victoria Police, MFB & CFA) Council's Claims Manager

Job characteristics relevant to the position

1. Accountability and Extent of Authority:

- Assist with the day to day operational decisions in the Tree Maintenance sub-unit and ensure works are carried out in an effective and safe manner to the 2010 Open Space specification and within budget;
- Provide arboricultural operational reports as required.
- Under routine supervision, responsible for the quality and quantity of one's own work, including the ability to complete tasks involving the utilisation of developed skills and ongoing maintenance of competence, in order to achieve work objectives within a set time schedule;
- Perform all work in accordance with Moresafe and SafetyMap such as following standard operating procedures and instructions and taking all reasonable care for the safety of oneself and others;
- Resolve minor problems that relate to immediate work tasks, including occasions when supervisor is not available for advice;

2. Judgement and Decision Making:

- Provide advice on methods and rostering for completing work programs or project requirements and ensure resources are available for the efficient and effective completion of these works;
- Input into the development of the AIM program and Open Space Specification and operational standards;
- Assist with Annual Performance Development Reviews (PDR) of employees in conjunction with the Coordinator and Crew Leaders;
- Input into the long term goals of the Open Space Maintenance Unit

3. Specialist Knowledge and Skills:

- Practical experience in the Open Space Maintenance field including horticultural, arboriculture, turf, sportsfields and tree maintenance/establishment;
- A thorough understanding of the relevant technology, procedures and processes relevant to the Open Space Maintenance Unit operations;
- An ability to read basic plans and specifications relating to Open Space Maintenance
- A demonstrated understanding of Moreland's long term goals and how the Open Space Maintenance Unit associates with this;
- Have an understanding of relevant workplace policies and applicable legislation and regulations including the OH&S Act 2004;
- Ability to provide day to day leadership in the Open Space Maintenance Unit;
- Competent in use of a range of information technology including databases, GIS email, research tools and customer response systems.

4. Management skills:

- Ability to develop and plan works programs and an ability to set priorities and planning and organising one's own work;
- Day to day operational decisions affecting crews;
- Liaise with the residents/ ratepayers/ general public/ other Council staff in a professional and courteous manner at all times;
- Ensure the works and projects are correctly allocated and expenditure contained within the budget and to specifications;
- Work both independently and in a team environment;

- Basic understanding of human resource policies and practices including those related to appropriate workplace behaviour, occupational health and safety, and the performance development review process (PDR).

5. Interpersonal Skills:

- Demonstrated commitment to the principles and practices of continuous improvement;
- Sound communication skills i.e. particularly verbal, and listening;
- Ability to discuss and resolve issues in a constructive manner (including operational, employee, and resident issues);
- Ability to supervise subordinates and make decisions on day to day operational issues;
- A commitment to appropriate workplace behaviour;
- The ability to gain co-operation and assistance from clients, members of the public and other employees;
- The ability to write reports as required.

6. Qualifications and Experience:

- Extensive experience in Open Space / Arboriculture maintenance;
- A Diploma or Certificate V in Arboriculture from an approved/recognised TAFE or school of arboriculture/horticulture or equivalent;
- Computer literacy/proficiency in Microsoft office, databases and Council's core operating systems (Kronos, Customer Response System (CRS), TRIM, GIS, JDE);
- A current Victorian Driving Licence;
- Current Level 2 ESI Certificate
- Demonstrated customer service skills;

7. Physical Requirements of the position

TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
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Manual handling weights -above 10kgs	()	()	(✓)	()
-below 10kgs	()	()	(✓)	()
Manual handling frequency	()	()	(✓)	()
Repetitive manual work	()	()	()	(✓)
Repetitive bending/twisting	()	()	()	(✓)
Working with arms above head	()	()	()	(✓)
Lifting above shoulder height	()	()	()	(✓)
Using hand tools – vibration/powered	()	()	(✓)	()
Operating precision machinery	()	()	()	(✓)
Close inspection work	()	()	()	(✓)
Wearing hearing protection	()	()	(✓)	()
Wearing eye protection	()	()	(✓)	()
Working in dusty conditions	()	()	(✓)	()
Working in wet/slippery conditions	()	()	(✓)	()
Wearing Gumboots	()	()	()	(✓)
Wearing safety shoes/boots (steel cap)	()	()	(✓)	()
Working with chemicals/solvents/detergents	()	()	()	(✓)
Washing hands with soap (hygiene)	()	()	(✓)	()
Working at heights	()	()	()	(✓)
Working in confined spaces	()	()	()	(✓)
Working in chillers (+4 degrees C)	()	()	()	(✓)
Performing clerical duties	()	(✓)	()	()
Working on a keyboard	()	(✓)	()	()
Driving cars and/or trucks	()	(✓)	()	()

Other special features (e.g. nature of chemicals, travelling requirements, etc):

8. Key Selection Criteria

- Extensive experience in Open Space maintenance and Arboriculture
- A Diploma/Cert V in Arboriculture from an approved/recognised TAFE or school of horticulture/arboriculture or equivalent; Knowledge of current best practice in tree risk management.
- Current Level 2 ESI Certificate
- Demonstrated customer service skills;
- Computer literacy/proficiency in Microsoft office, databases and Council's core operating systems (e.g. Kronos, Customer Response System (CRS), TRIM, GIS, JNAV);
- A current Victorian Driving Licence;
- Sound verbal and written communication skills.

- Appreciation of basic mechanical requirements in relation to Open Space plant and equipment. Ability to operate in a safe and competent manner a range of hand tools and light mechanical plant associated with horticulture.
- Safe and competent driving of a vehicle up to 13.9 tonne gross combination mass.
- A thorough knowledge of contemporary arboriculture risk management practices.