

## Position Description



<b>Position Title:</b>	<b>Tree Worker / Plant Operator</b>
<b>Position Number:</b>	<b>PP0399</b>
<b>Purpose of Position</b>	To undertake all aspects of tree maintenance including low risk climbing using rope and harness. The safe use and operation of machinery and small plant is essential and will involve driving of MR trucks and operation the Woodchipper and Stumpgrinder.
<b>Grade of Position:</b>	<b>Band 3</b>  May be responsible for supervising staff in operational duties or for work requiring the application of trades, administrative or technical skills.
<b>Hours of Work:</b>	38 hours per week (9 day fortnight)
<b>Department:</b>	Operations
<b>Section:</b>	Infrastructure Services
<b>Position Reports to:</b>	Streetscape Supervisor
<b>Number Supervised:</b>	Nil
<b>Approved by:</b>	<b>Director Operations</b>
<b>Date:</b>	

### CONTACTS

#### Key Contacts Within Department

- Manager Infrastructure Services
- Streetscape, Sportsfield, Parks, Bushland Supervisors and Coordinators
- Operations operational staff
- Workshop Coordinator

#### Key Contacts in Other Departments

- Customer Service

#### Key Contacts Outside Council

- Residents
- Streetscape team
- Parks and Sportsfield Users
- Contractors

**Budget Allocation:** N/A

### EMPLOYEE DECLARATION

I will comply with the requirements of this Position Description.

Name:

Signature:

Date:

## GENERIC OUTPUTS OF POSITION

- **Comply with WHS Legislation, Policies and Procedures**
  - Maintain a high standard of housekeeping and a safe work area
  - Identify and report all hazards for your area
  - Wear required Personal Protective Equipment (PPE)
  - Participate in the development and review of Risk Assessments
  - Adhere to control measures and safe systems of work
  - Report all Incidents and Near Misses
  - Meet reporting timeframes
  - Comply with the Return to Work Program
- **Comply with EEO and Anti-discrimination Legislation, Policies & Procedures**
  - Act to prevent workplace harassment, discrimination and bullying
  - Report known incidents of workplace harassment, discrimination and bullying
- **Comply with Council's Code of Conduct and Values**
  - Comply with Council's Statement of Business Ethics
  - Behave ethically and transparently
  - Contribute towards the achievement of Council's strategic plans
  - Lead by example
  - Support sustainable programs and activities
  - Learn and comply with Council's strategies, policies and procedures
  - Act with care for the local environment and community
  - Take responsibility for your actions
  - Care for Council's people, assets and finances
  - Use and maintain Council's corporate systems
- **Comply with Document Storage Legislation and Procedures**
  - Store and maintain corporate records in Council's electronic document records management system in accordance with relevant standards, procedures and the State Records Act
- **Perform as a Team Member**
  - Productively contribute to the outcomes of work teams
  - Work cooperatively with team members and supervisor
  - Maintain an attendance record that contributes positively to team productivity
  - Carry out allocated tasks to standards required
  - Use good judgement and problem solving skills
  - Obey all lawful instructions
  - Attend and positively contribute to team meetings
  - Work cooperatively to achieve Work Plan timeframes and measures
  - Regularly review with supervisor own performance against required outcomes
  - Complete an annual performance assessment and Work Plan
- **Complete required learning and development programs**
  - Learn and share knowledge
  - Complete induction/re-induction program
  - Complete job-specific training programs
  - Complete relevant legislative-based training
  - Apply learning, knowledge and skills to enhance team performance
- **Comply with Council's Customer Service Policy and Standards**
  - Be accessible and provide customers with clear and accurate information
  - Deliver timely, punctual and reliable service to customers
  - Communicate with customers in a professional and courteous manner
  - Maintain a good flow of communication with customers
  - Manage customer enquiries, records and complaints
  - Complete all paperwork and on-line recording within required time limits
  - Maintain a high standard of personal grooming and hygiene
- **Maintain Workplace Security**
  - Adhere to procedures for accessing and securing premises, keys, plant, vehicles, equipment, information and cash

### ESSENTIAL CRITERIA TO BE ADDRESSED IN YOUR APPLICATION

#### 1. Required Qualifications/Certificates

- Certificate 2 Arboriculture or willing to undertake
- Chainsaw accreditation and tree felling certificate
- MR Drivers licence or willingness to obtain one
- Traffic Controllers Certificate or willingness to undertake
- First Aid Certificate

#### 2. Required Experience

- Demonstrated experience in use of chainsaw operation
- Demonstrated experience with the use of arboriculture equipment
- Demonstrated experience with the use of a vehicle loading crane
- Demonstrated experience in tree pruning and tree removal
- Demonstrated experience in the use of a woodchipper
- Demonstrated experience in the use of a stump grinder
- Demonstrated experience and understanding of traffic control requirements

#### 3. Required Skills

- Demonstrated and effective communication skills
- Ability to follow detailed written and/or oral instructions
- Demonstrated ability to work as part of a team

## OPERATIONAL OUTPUTS OF PERSON IN POSITION

### Tree Maintenance

- Prune trees according to Australian Standards
- Remove dead and dangerous trees
- Climb trees using ropes and harness
- Tree felling and crosscutting techniques
- Storm clean up works
- Clean up site and leave free of hazards
- Signage set up and traffic control
- Rotate between teams when required
- Operate lowering devices

### Plant Operation and Maintenance

- Operate and maintain chainsaws
- Operate and maintain chipper
- Feed branches into chipper
- Operate and maintain stump grinder
- Drive trucks, utilities and cars
- Drive and operate hiab
- Operate and maintain pole saws

### Tree Planting

- Plant trees
- Staking
- Tying
- Watering
- Mulching

### Record Keeping

- Complete timesheets accurately
- Update works requests
- Complete plant return forms
- Complete pre start equipment forms
- Complete daily risk assessment forms

### Other duties

- Adhere to hours of work & break times in accordance with issued standards and procedures, unless otherwise approved by Supervisor/Manager.
- Conduct a daily check of all tools & equipment for use and transported on the vehicle & report to Supervisor all incidents involving misplaced, damaged or non performing plant & equipment. Ensure tools and equipment are stored in correct locations.
- Clean & tidy interior and exterior of vehicles fortnightly and report each event to supervisor : Interior - Vacuum surfaces, wipe dust/dirt from surfaces ; Exterior - hand wash paint and windows, and rinse off with high pressure hose
- As a team member achieve 85% of planned maintenance works allocated from your activity area from your weekly, monthly or annual program
- As a team member achieve 100% of reactive maintenance works for your activity area within the allocated response time.
- Complete daily sheets as required - Risk Assessments, Traffic Plans, Work Orders
- Operate and maintain plant and equipment in accordance with manufacturers specifications and Standard Operating Procedures approved in regard to Councils Risk Assessments for the purpose of implementing the above activities
- Carry out fortnightly maintenance on allocated small plant and vehicles and report any faults and abnormal wear and tear of equipment to the team leader