

POSITION DESCRIPTION	
Title:	Arborist Leading Hand
Group:	Services
Reports to:	Tree Management Supervisor
Grade:	12
Position Allowances:	Level 1 Adverse Working Conditions Allowance
Hours:	38hpw
Number of Direct Reports:	2
Number of Indirect Reports:	Nil
Vehicle:	No
Position Code:	83542, 83543, 83545
Pre-placement Medical:	High Risk - Required
National Policy Check:	Not required
WCCC Check:	Not required
Date Developed:	December 2019
Date Reviewed:	July 2020
Position Purpose	
To provide arboricultural services to Council to ensure that parks and streets in the Council area are safe for the use of the community.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Certificate III in Arboriculture or Parks & Gardens or equivalent qualifications. • Demonstrated experience in undertaking the following: <ul style="list-style-type: none"> • Climbing / Rigging • Tree removal using various techniques • Formative pruning • Establish and maintain trees • Undertake rescues • Demonstrated physical fitness, work performance, knowledge, skills and experience in repetitive Arboriculture, park and landscape maintenance tasks. 	

- Demonstrated experience in estimating, applying budgets, recording and reviewing actual costs of works and work schedules.
- Demonstrated experience in trade level supervision, performance and skill reviews with the ability to provide on the job trade level training in Horticultural / Arboricultural procedures to direct reports.
- Experience in consistently delivering various planning programs such as:
 - Scheduling works orders for efficient delivery.
 - Planting installation and maintenance programs.
- Well developed interpersonal and communication skills.
- Ability to work without supervision and as part of a team.
- Sound understanding and commitment to WH&S.
- Understanding of relevant practices and policies.
- Basic ability to use computers and mobile devices.
- Experience in making suggestions to improvements to a quality management system or suggestions for other business improvements.
- General Induction for Construction Work Certificate (White card).
- Chainsaw Operator's Accreditation – Level 1 and 2.
- Chainsaw Operator's Accreditation – Level 3 or ability to obtain during probation.
- Current class MR Driver's License or ability to obtain within probationary period.
- Elevated Platform Ticket over 11m High Risk License (EWP) or ability to obtain during probation.
- Experience in chipper operations.
- Traffic Controllers (Work Zone Traffic Control) Ticket or ability to obtain within probationary period.
- Implement Traffic Control Plan Ticket or ability to obtain within probationary period.
- Provide First Aid Certificate or ability to obtain within probationary period.
- Working Under Overhead Powerlines Accreditation.
- Farm Chemical Users certificate or equivalent.

Desirable:

- Local Government Experience.
- Certificate II or III in other horticultural discipline (Arboriculture, Parks and Gardens, Conservation Land Management, Landscaping or Turf).

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Maintain Council's tree assets under your control in the most satisfactory state of repair as well as work for external clients in accordance with resource allocation by:

- Day to day organisation of staff and resources associated with tree maintenance.

- Organising the maintenance, repair, security and care of plant, equipment, tools and other Council assets assigned to or utilised by your team.
- Identify and report improvements and works in operations, maintenance requirements and other activities within area of responsibility and where required take immediate action.
- Assisting in the estimation and review of cost of works undertaken.
- Monitoring day to day performance against agreed quality and schedules.
- Provide written or electronic documentation of progress and variations to schedules and work orders.
- Assisting in the review and implementation of schedules and work plans to ensure effective use of labour, plant and materials.
- Communicating with the community and internal customers regarding maintenance works including complaints and requests.
- Ensure accurate completion of work orders, dockets, daily diary, daily/weekly checklists, accidents and incident reports and other organisational forms and reports as required.
- Ensuring compliance with Council policy and procedure including Council's Code of Conduct, Purchase, Risk Management and other relevant policies.
- Implement necessary action to locate and protect public utilities on work site.
- Physically undertaking tree maintenance activities throughout the city.
- Providing appropriate operational and technical advice to Supervisor.

Demonstrate effective leadership by:

- Continuing development of an organisational culture consistent with the Council's Purpose Approach and Values.
- Provide leadership and supervision for employees working within areas of responsibility.
- Managing the performance of your team and individuals in it including on the job training and mentoring.

Work within and apply environmental and sustainability principles within area of responsibility.

Assist in the operation and maintenance of the Works Depot.

Perform other duties consistent with the requirements of the position.

Work Health & Safety

- Actively participate in a safe and healthy working culture.
- Monitor health and safety performance within area of responsibility.
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc.
- Participate where required in resolution of safety issues.
- Initiate actions to improve health & safety within area of responsibility.
- Ensure all employees are inducted and receive regular training as required to perform jobs safely.

- Ensure safe working conditions are maintained.
- Provide information, training and appropriate supervision to people in your area of responsibility to enable them to work safely.
- Ensure Shellharbour City Council policies and procedures are communicated, understood and followed.
- Ensure people within area of responsibility know hazards and risks associated with any operation and the method established to eliminate or control risks.
- Ensure all incidents, hazards and near misses are reported and acted upon.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councilors, Customer and Council.