

POSITION DESCRIPTION	
<b>Title:</b>	<b>Senior Arborist</b>
<b>Group:</b>	<b>Services</b>
<b>Reports to:</b>	<b>Tree Management Supervisor</b>
<b>Grade:</b>	<b>14</b>
<b>Position Allowances:</b>	<b>Level 1 Adverse Working Conditions Allowance</b>
<b>Hours:</b>	<b>38 hpw</b>
<b>Number of Direct Reports:</b>	<b>1</b>
<b>Number of Indirect Reports:</b>	<b>2</b>
<b>Vehicle:</b>	<b>No</b>
<b>Position Code:</b>	<b>83541, 83544</b>
<b>Date Developed:</b>	<b>April 2014</b>
<b>Date Reviewed:</b>	<b>July 2020</b>
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><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• Certificate III in Arboriculture.</li> <li>• Demonstrated physical fitness, work performance and knowledge, skills and experience in the following: <ul style="list-style-type: none"> <li>• Tree Maintenance</li> <li>• Tree removal using various techniques including ropes, pullies and mechanical devices</li> <li>• Climbing / Rigging</li> <li>• Pruning</li> <li>• Conducting visual tree assessments</li> <li>• Undertake rescues</li> <li>• Elevated work platforms</li> </ul> </li> </ul>	

- Demonstrated experience in trade level supervision, performance and skill reviews with the ability to provide on the job trade level training in Arboriculture procedures to direct reports.
- Demonstrated experience in the management of staff performance and development.
- Well developed interpersonal and communication skills including conflict resolution and decision making.
- Demonstrated experience in estimating, applying budgets, recording and reviewing actual costs of works.
- Ability to work without supervision and prioritise daily work activities within a team environment.
- Experience in contributing to improvements to a quality management system or suggestions for other business improvement.
- Sound understanding and commitment to WH&S.
- Understanding of relevant practices and policies.
- Ability to use computers and mobile devices.
- Physically capable to undertake task relevant to the position.
- 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 within probationary period.
- Current class MR Driver's License.
- Working under overhead power lines accreditation or ability to obtain within probationary period.
- Traffic Control (Work Zone Traffic Control) Ticket or ability to obtain within probationary period.
- Traffic Control (Implement Traffic Control Plans) Ticket or ability to obtain within probationary period.
- Farm Chemical Users certificate or equivalent.
- Elevated Platform Ticket over 11m High Risk Licence (EWP).
- First Aid Certificate or ability to obtain.
- Experience in Chipper operations.
- Assist with customer requests.

**Desirable:**

- Local Government Experience.
- Stump grinding operations

### **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 assets under your control as well as work for external clients in the most satisfactory state of repair accordance with resource allocation by:

- Organise staff and resources associated with Tree Maintenance to provide the most efficient and cost effective environment.
- Organise 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.
- Assist in the estimation and review of cost of works undertaken.
- Monitor day to day performance against agreed quality, schedules and budgets. Provide written or electronic documentation of progress and variations to schedules and budgets.
- Continual review and implementation of schedules, plans and rosters to ensure effective use of labour, plant and materials.
- Communicate with the community and internal customers regarding maintenance works including complaints and requests.
- Ensure accurate completion of staff and Plant timesheets, work orders, dockets, leading hand reports, daily diary, daily/weekly checklists, accidents and incident reports and other organisational forms and reports as required.
- Ensure 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.
- Attend after hours duty when required.
- 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.
- Providing 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.
- Providing training in arboriculture techniques and practices.

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, Councillors, Customer and Council.