

## POSITION DESCRIPTION

<b>Title:</b>	<b>Arborist Labourer</b>
<b>Group:</b>	<b>Services</b>
<b>Reports to:</b>	<b>Senior Arborist</b>
<b>Supervisor:</b>	<b>Tree Management Supervisor</b>
<b>Grade:</b>	<b>8</b>
<b>Position Allowances:</b>	<b>Adverse Working Conditions Allowance – Level 1</b>
<b>Hours:</b>	<b>38 hours per week / Casual</b>
<b>Number of Direct Reports:</b>	<b>Nil</b>
<b>Number of Indirect Reports:</b>	<b>Nil</b>
<b>Vehicle:</b>	<b>No</b>
<b>Position Code:</b>	<b>83546, 83565</b>
<b>Pre-placement Medical:</b>	<b>Required</b>
<b>National Police History Check:</b>	<b>Not Required</b>
<b>WWCC Check:</b>	<b>Not Required</b>
<b>Date Developed:</b>	<b>February 2019</b>
<b>Date Reviewed:</b>	

## Position Purpose

To assist the Tree Management team to provide arboricultural services to Council to ensure that parks and streets in the Shellharbour City Council Local Government Area (LGA) are safe for community use.

## Qualifications and Experience

*(Minimum required/essential for success in the job)*

### **Essential:**

- Demonstrated experience and knowledge in Arboriculture practices.
- Demonstrated work performance, knowledge, skills and experience in Parks and Gardens works.
- Demonstrated experience in rope and knot tying and ability to operate rigging lowering equipment related to arboriculture.
- Demonstrated experience in operating a commercial wood chipper/mulcher.

- Well-developed interpersonal and communication skills for effective liaison with work team, supervisor, coordinator, public and external bodies.
- Demonstrated understanding of work schedules.
- Ability to work under instruction with minimal supervision, within a team environment.
- Sound understanding and commitment to Work, Health and Safety (WHS).
- Understanding of relevant practices and policies in this field, particularly arboriculture.
- Basic ability to use computers and mobile devices.
- Physically capable to undertake task relevant to the position.
- Experience in contributing to improvements to a quality management system or making suggestions for other business improvements.
- General Induction for Construction Work Certificate (White Card) or ability to obtain prior to employment.
- Current NSW Driver's Licence - Class MR.
- Chainsaw Level 1 and Level 2 accreditation.
- Traffic Controllers Ticket or ability to obtain within probationary period.
- Implement Traffic Control Plans Ticket or ability to obtain within probationary period.
- Farm Chemical Users certificate or equivalent or ability to obtain within probationary period.
- Working Under Overhead Power lines accreditation or ability to obtain within probationary period.

**Desirable:**

- Certificate II or III in one or more of the following:
  - Arboriculture
  - Nursery
  - Parks & Gardens
  - Landscape
  - Conservation Land Management
  - Turf
- Local Government experience.
- Elevating work Platform – Over 11 metres.
- Load shifting accreditations.

## 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 client in the most satisfactory state of repair in accordance with budget allocation by:

- Utilise assigned resources associated with parks/ natural areas maintenance to provide the most efficient and cost-effective environment.

- Assist in the maintenance, repair, security and care of plant, equipment, tools and other Council assets assigned to or utilised by you or your team.
  - Suggest improvements in operations, maintenance requirements and other activities within area of responsibility.
  - Assist in review of works undertaken.
  - Communicate with the community and internal customers in regard to parks/natural areas maintenance.
  - Ensure accurate completion of own works orders, dockets, daily diary (if required), 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.
  - Be aware of and protect public utilities on work site.
  - Physically undertake arboriculture and parks and gardens labouring activities throughout the city.
  - Undertake rope and knot tying skills related to arboriculture activities.
  - Assist in the operation of the Chipper/Mulcher and induction including winch operation.
  - Assist with the pruning and felling of trees in accordance with Australian Standards and under minimal supervision.
  - Provide basic operational advice to Supervisor.
- Demonstrate effective leadership by:
- Continuing development of an organisational culture consistent with the Council's Purpose Approach and Values.
  - Maintain technical competency and continually improve quality of service provided.

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

Assist in the 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.
- Required to take reasonable care of yourself and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WHS purposes.
- Participate in WHS training as required and contribute to the identification of hazards and assessment of risks as required.
- Ensure all incidents, hazards and near misses are reported and followed up.

### **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.