

TEAM MEMBER, ARBORICULTURE

POSITION DESCRIPTION

Department: Infrastructure & Major Projects
Unit: City Services
Section: Arboriculture
Reports To: Works Coordinator, Tree Services
 The Position is also expected to work in collaboration with other staff across the organisation.
Direct Reports: Nil.
Classification: Local Government Employees Award and the City of Norwood Payneham & St Peters' Local Government Employees Enterprise Agreement
 Municipal Employee, Grade 4-5
Special Conditions:

PURPOSE

- To undertake various tasks involved in proactive maintenance of the City's park and street trees as well as from time to time, maintenance of the City's gardens, reserves, creek lines, sports fields, streetscape and associated infrastructure.
- To undertake reactive works and respond to emergency situations involving street trees, including the collection and removal of fallen trees and limbs.

KEY RESPONSIBILITIES

- Undertake all necessary activities associated with the pruning and felling of park and street trees, including chainsaw work, hand pruning, pole pruning, chipping, clearing, hazard spotting and guiding other staff.
- Utilise appropriate plant, machinery and tools in the execution of works, but only when competent to do so and with any necessary licence.
- Set up and maintain appropriate work zone traffic control devices and undertake direct control of traffic through work zones where necessary.
- Undertake general horticultural work within other Parks & Gardens teams as may be required from time to time.

REPORTING ON WORKS

- Records appropriate to assigned responsibilities are kept, including records of minor purchases made (for example, submission of dockets), erection of traffic control devices, injuries and incidents.

TEAMWORK, SERVICE & CONTINUOUS IMPROVEMENT

- Contribute to the effective functioning of the City Service Unit through;
 - observing and practicing *Our Values*, the Councils *Behavioural Standard Policy* and the *Code of Conduct for Local Government Employees*;
 - sharing and communicating relevant information amongst the staff in the Department and between the Unit and other Units within the organisation; and
 - participating in team meetings, continuous improvement opportunities, the EMPOWER Review process and business and action planning.
- Understand the expectations and needs of the customers of the City Services Unit and provide a responsive service aligned with the *Organisational Values*.
- Identify areas for Service Delivery improvement across the range of services in line with identified customer feedback and organisational needs.
- Participate in the establishment and reporting of key performance indicators (KPI's) and targets for all services within the area of performance.

POSITION TITLE

POSITION DESCRIPTION

SELECTION CRITERIA

ESSENTIAL CRITERIA

- Australian Criminal History (Police) Clearance with no adverse findings (Essential).
- Department of Human Services (DHS) *Working With Children Clearance* (Essential).
- Certificate in Arboriculture, Horticulture or significant demonstrated vocational experience is desirable. (Essential).
- Current Motor Vehicle Driver's Licence (Class MR or greater). (Essential).
- Chainsaw competency ticket. (Essential).
- Elevated work platform competency ticket. (Essential).
- Work Zone Traffic Management Certificate. (Essential).

DESIRABLE CRITERIA

KNOWLEDGE

- High level of knowledge of best practice tree pruning and felling techniques.
- General knowledge of the principles of Work Health & Safety.
- Sound knowledge of good customer service principles.
- Sound knowledge of Fair Treatment principles.
- Sound knowledge of best practices relating to traffic management at work zones & road signage.

SKILLS

- Skilled in all aspects of tree maintenance, including formative pruning, maintenance pruning and safe tree felling, and the use of associated machinery.
- Skilled in general horticultural work, including the maintenance of reserves, tree planting, tree pruning, irrigation repairs and installation, and the use of associated machinery.
- Good time management and organisational skills.
- High level of communication and interpersonal skills in order to communicate effectively with a wide range of people.
- Good level of numeracy and accuracy.

EXPERIENCE

- Proven experience in tree pruning and tree felling.
- Experience in horticultural practice, involving or relating to the maintenance of open space.
- Broad experience in the operation of plant, machinery and tools.
- Experience working in a close team environment.

PERSONAL ATTRIBUTES

- Willingness and ability to participate as a team member as well as to work alone.
- A commitment to implementing Workplace Agreement initiatives.
- A commitment to achieving best practice processes.
- Demonstrate initiative and self-motivation whilst working under minimal supervision.
- Good work ethics including the ability to take direction from the Leading Pruner, Team Leader, Parks & Gardens and all other relevant staff members.
- Ability to develop new technical skills and embrace new technology and techniques.
- Commitment to provide a high level of customer service.
- Willingness to be innovative and flexible.
- Willingness to work under various weather conditions, often away from conveniences.
- Willingness to work with and assist lesser skilled employees, including apprentices.

JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Department of Human Services (DHS) Working With Children Clearance
- Current drivers licence
- Completion of training & attainment of skills applicable to Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Complete duties as requested by a more senior officer than yourself.
- Complete duties within the timeframes allocated.

POSITION TITLE
POSITION DESCRIPTION

- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Complete training & attainment of skills applicable to the Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Adhere to Council policies, procedures, guidelines and standards.
- Complete other duties as required.

WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES

- All Workers
- Prioritise safety in the workplace.
 - Take reasonable care of your own health and safety, as well as others', in line with Section 28 of the Work Health & Safety Act 2012.
 - Comply with legislation, policies, procedures and participate in WHS training.
 - Proactively identify and report hazards, incidents, injuries and property damage, using appropriate reporting systems.
 - Use tools and equipment correctly to protect the health and safety of yourself and others.
 - Ensure you are medically and physically fit to undertake the requirements of your position.
 - Follow reasonable safety instructions.
 - Not attend work while under the influence of alcohol, drugs or any substance that may impair your ability to work safely.

WHO WE ARE



AGREEMENT

By accepting this position, you acknowledge and agree to the following:

- I have read and understood the requirements and expectations of this position description and I confirm that I have the ability to fulfil the inherent position requirements;
- I accept that this position description is descriptive of the type of duties that I will undertake during my employment and is not intended to be all-inclusive;
- I accept that the organisation may require me to carry out any duties that are within the level of skills and competence expected of my classification level;
- I understand that the City of Norwood Payneham & St Peters may amend the position responsibilities to meet business and operational requirements as positions develop over time; and
- I accept my role in fulfilling the Council's Values and Strategic Goals.

APPROVED BY: **READ & AGREED TO BY:**

Mario Barone PSM
CHIEF EXECUTIVE OFFICER
Date _____

Insert Name of Incumben
POSITION TITLE
Date _____