

## Position Description

<b>Position Title:</b>	<b>Arborist</b>
<b>Business Unit:</b>	Asset Management Services - Parks
<b>Department:</b>	Infrastructure Services
<b>Directorate:</b>	Engineering Services
<b>Classification:</b>	Band 5
<b>Date:</b>	February 2021
<b>Reports to:</b>	Senior Arborist
<b>Supervises:</b>	Storm response and winter reserve pruning staff (Occasionally)
<b>Internal Liaison:</b>	<ul style="list-style-type: none"> <li>• Senior Arborist – Daily on relevant issues</li> <li>• Bushland and Horticultural Services Team Leader – as required</li> <li>• Parks, Waste and Cleansing Service Unit Leader – as required</li> <li>• Manager Infrastructure Services – as required</li> <li>• Parks Services Coordinators – as required to integrate works</li> <li>• Operations staff – as required</li> <li>• Council safety &amp; quality auditing staff – to provide information and feedback to assist with resolving service failures</li> <li>• Other Council staff – as required for information and to provide feedback</li> </ul>
<b>External Liaison:</b>	<ul style="list-style-type: none"> <li>• General Public – daily in response to customer requests</li> <li>• Contractors – daily to discuss works</li> <li>• Service Authorities – as required</li> <li>• Industry Groups – as required</li> </ul>

### 1. Position Objectives

This position has primary responsibility to:

- Maintain the health and amenity of Council's tree assets in accordance with adopted strategies and standards, and to ensure the safety of the community.
- Program works and supervise contractors (and occasionally staff) to undertake tree pruning and maintenance activities, to ensure services are delivered in a safe, high quality, efficient and professional manner.
- Provide arboricultural reports and advice, and efficient and friendly service to all clients, both internal and external.
- Conduct arboricultural inspections and assessments and make decisions based on tree health, structure and risk management.
- Provide technical and practical support to the organisation, customers, community groups, agencies and relevant authorities in relation to core responsibilities, including planning referrals for developments.
- Assist the Senior Arborist to achieve the service standards and future planning requirements relating to the maintenance of the city's tree population.

### 2. Key Responsibility Areas / Position Specific Responsibilities *\*Also refer to Appendix 1 - Additional Key Responsibility Areas / Position Specific Responsibilities for all employees*

Main areas of responsibilities will include but is not limited to:

#### Operational

- Conduct assessments of Council trees.
- Record details of tree assessments.
- Assist in the preparation of tree planting & maintenance.
- Supervise the day to day service delivery of the Reactive Tree Pruning contract.
- Supervise and coordinate the delivery of in-house tree pruning programmes.
- Undertake practical arboricultural work on occasion.
- Deputise for the Senior Arborist in his absence.
- Coordinating Councils Timber repurposing programs in line with Councils Tree Repurposing guidelines

#### Customer Service

- Ensure all customer requests are inspected/investigated and completed within the set timeframes and customers contacted where required.
- Coordinate existing resources to best meet customer requests.
- Customers are treated professionally and courteously at all times.

#### Resource Coordination and Allocation

- Program and schedule Reactive Tree Pruning.
- Coordinate the efficient use of Council equipment and staff in the delivery of specialised programmes.

#### Technical Direction and Advice

- Provide specialist Horticultural / Arboricultural advice to staff and clients.
- Ensure the contractors and staff effectively and safely carry out allocated tasks to defined quality standards.
- Provide on the job training or guidance where necessary.
- Provide advice and assistance after hours where required.
- Contribute to the development of Infrastructure Services policy and procedures.

#### Quality, OHS, Environmental and Specification Compliance

- Operate within Infrastructure Services quality, safety and environmental management systems.
- Ensure compliance with Standard Operating Procedures (SOP's) and Safe Work Method Statements (SWMS).
- Assist the Senior Arborist in the development, implementation and regular review of SOP's and SWMS.
- Ensure service standards and response times are met.
- Liaise with technical staff in other departments and external Utility Authorities as required.
- Perform safety and quality audits on reactive, cyclic pruning and planting contracts.

#### Risk Management

- Research and prepare reports on risk management issues and programs as necessary and/or appropriate.
- Work with the Senior Arborist and other coordinators in Parks and unit to review, develop, implement and manage risk management programs associated with the unit's activities.
- Reporting and acting upon, any situation/event which has the potential to be hazardous.
- Investigate and report on any wilful damage to shrubs and trees, remove any immediate hazard/s and erect any appropriate protection measures to reduce any risk to pedestrians or traffic.

### **3. Overall Position Accountability and Authorities**

The position is directly held responsible for:

- Supervising resources and providing support to more senior employees. The freedom to act is governed by clear objectives and budgets with frequent prior consultation with more senior employees and a regular reporting mechanism to ensure adherence to plans.
- Providing specialist arboriculture advice and information to the public and other Council departments, preparing tree inspection reports, risk analysis and tree pruning programmes to provide a safe environment for the residents and community of Greater Dandenong. In the day-to-day planning and amendment of tree management programs, the freedom to act is within available budgets and required timelines. Significant variations to programs are to be discussed with the Senior Arborist.
- The quality, effectiveness, cost and timelines of the programs, projects or work plans under their control and for the safety and security of the assets being managed.
- Providing direction, leadership and structured training to members of the Parks team when required (e.g. the temporary storm cleanup crew) or on-the-job training to supervised employees or groups of employees as necessary.
- Ensuring that all employees and volunteers under their direction are trained in safe working practices and in the safe operation of equipment and are made aware of all occupational health and safety policies and procedures.

#### 4. Judgement and Decision-Making Skills

Judgement and decision making will be within the following scope:

- Objectives of the work are usually well defined but the particular method, technology, process or equipment to be used must be selected from a range of available alternatives.

##### Independently

- Provide specialist advice on technical tree assessment issues effectively, including best environmental practice.
- Foresee/plan to avoid potential tree issues and hazards.
- Resolve routine customer requests and operational matters within prescribed standards and procedures.
- Plan work sufficiently in advance to ensure programs and advice is provided in a timely manner.
- Problems experienced are often of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required.

##### With Input from the Senior Arborist

- Prepare cost estimates for routine arboriculture and horticultural projects.
- Assist with the development of planting programs.
- Research and report on current industry trends.
- Prescribe works in accordance with Government Acts and Regulations, Council's strategies, standards, policies, procedures works programs and budget allocation.

##### Recommends to the Senior Arborist

- Improvements for service delivery.
- Technical detail for inclusion in policies, procedures and contract specifications.
- Contribute to resolution of complex or technical operational problems with solutions not related to previously encountered situations and some creativity and originality is required.
- Variations to service standards.

##### Guidance

- Guidance and counsel may be available from the Senior Arborist within the time available to make a choice.

#### 5. Specialist Skills and Knowledge

The essential position requirements include:

- Providing direction, leadership and structured training or on-the-job training to supervised employees or groups of employees, including recognising poor work practices and directing staff/contractors to take corrective actions.
- When supervising others, a thorough understanding of current Arboricultural practices, technology, procedures and processes used within the operating unit is required.
- Recognising dangerous situations and make decisions to alleviate any risk, particularly relating to tree maintenance issues and to be able to solve other maintenance related problems.
- The ability and skills to deal with complex technical issues that may require innovative solutions, including a practical and economic approach to solving tree assessment and works problems.
- An understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents as well as of the role and function of the senior employees this position supports.
- An understanding of the long-term goals of the business unit and an appreciation for the long-term goals of the wider organisation.

#### 6. Management and Interpersonal skills

The essential position requirements include:

- Skills in managing time, setting priorities and planning and organising one's own work and that of supervised employees, to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- An understanding of and an ability to implement basic personnel policies and practices including those related to equal employment opportunity, occupational health and safety and employees training and development.
- The ability to gain cooperation and assistance from clients, members of the public, contracted staff and other employees in the administration of defined activities and in the supervision of other employees.
- Discuss, analyse and resolve operational issues with the public, internal stakeholders and external counterparts, agencies and contractors in a collaborative manner and write reports in the field of expertise and to prepare external correspondence of a routine nature.

## 7. Qualifications and Experience (Key Selection Criteria)

Selection of the most suitable applicant will be based on the following:

### Essential

- Arboricultural trade qualification of Certificate 5 i.e. Diploma level or higher, along with little or no relevant work experience or alternatively through lesser formal qualifications with relevant work skills suitable to the position. Relevant work skills/knowledge should include:
  - Certificate 2 in ESI Power line Management and demonstrated knowledge of arboricultural principals and technical applications;
  - Extensive knowledge and experience of Visual Tree Assessment, identification of potential risk including tree management principles and practices;
  - Experience and ability to effectively manage staff and contractors' performance and workloads, with a commitment to quality services and teamwork.
- Demonstrated understanding of performance, safety and quality management systems as well as problem solving and analytical skills to resolve day to day issues.
- The ability to work successfully in a team environment as well as independently with minimal supervision as well as clear, concise and accurate literacy skills suitable for letter and short report writing.
- Demonstrated ability to appropriately coordinate, prioritise and manage workloads in a multi-disciplinary environment to meet deadlines.
- Demonstrated proficiency in the application of Microsoft Office applications including - Word & Excel and electronic data bases or similar, suitable to the role.
- Demonstrated customer service skills, including well developed oral communication and listening skills to liaise, present, advocate and communicate effectively across appropriate levels.
- A current valid Victorian Driver's License (Car), preferably with a Heavy Rigid track endorsement.

### Verification

We certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

#### Prepared by:

<b>Name:</b>	Tim Ford	<b>Signature:</b>	
<b>Date:</b>	February 2021		

#### Manager:

<b>Name:</b>	Charles Taveira	<b>Signature:</b>	
<b>Date:</b>	February 2021		

#### Director:

<b>Name:</b>	Paul Kearsley	<b>Signature:</b>	
<b>Date:</b>	February 2021		

#### Position Occupant:

<b>Name:</b>		<b>Signature:</b>	
<b>Date:</b>			

### Inherent Physical & Cognitive Requirements of the position

#### Summary

Date of last review: February 2021

Authorised by: Charles Taveira

Cognitive Demand	Yes	No
Regular communication with team/work mates	✓	
Regular communication with others	✓	
Verbal instruction and supervision of others	✓	
High concentration	✓	
Planning and problem solving	✓	
Job/task organisation	✓	
Short-term memory	✓	
Long-term memory	✓	

Physical Requirement	Task Details	Rare	Occasional 0 - 33% of the working day	Frequent 34 - 66% of the working day	Constant >66% of the working day	Medical Provider Comment / Opinion
<b>Mobility / Postures</b>						
Sitting	Constant during cyclic pruning inspections		✓		✓	
Standing	Reactive pruning		✓	✓		
Walking	Reactive pruning and sometimes during cyclic pruning inspections			✓		
Crawling		✓				
<b>Non-Manual Handling</b>						
Squatting / crouching	Job preparation, pruning saw		✓			
Kneeling	Chainsaw, prune saw		✓			
Bending	Setting up, chainsaw, prune saw		✓	✓		
Reaching	Prune saw, pole saw	✓				
Twisting / trunk rotation	Using laptop in vehicle –frequent cyclic pruning inspections		✓	✓		
Fine manipulation / pinch grip		✓				
Power / open hand grip	Removing branches	✓				
Writing / typing	Administrative duties			✓		
Climb ladders		✓				
Climb or descend downstairs		✓				
Low level work	Chainsaw and pruning saw	✓				
Leg/ foot controls	Operating foot pedals when driving - constant during cyclic pruning inspections		✓		✓	

Physical Requirement	Task Details	Rare	Occasional 4 – 30 repetitions per day	Frequent 31 – 150 repetitions per day	Constant >150 repetitions per day	Medical Provider Comment / Opinion
<b>Manual Handling – lift, carry, push, pull or hold</b>						
1 - 5kg	Safety equipment		✓	✓		
5.1 - 10kg	Remove branches		✓	✓		
10.1 - 15kg	Handling chainsaw, remove branches	✓	✓			
15.1 - 20kg	Using pole saw, remove branches	✓	✓			
over 20kg	Pull start chainsaw (22kg.f), remove branches	✓	✓			
Lift floor to hip	Setting up, removing branches		✓			
Lift waist to shoulder	Setting up, pruning saw		✓			
Lift overhead	Pole saw	✓				
Pushing / pulling	Removing branches, using tools (chainsaw, pruning saw, pole saw)		✓			

Definitions	
<b>Mobility/Postures</b>	
Sitting	Stay in a seated position
Standing	Standing in an upright position, moving less than three steps
Walking	In an upright position moving more than 3 steps
Crawling	Move on the hands and knees or by dragging the body close to the ground
<b>Non-Manual Handling</b>	
Crouch / squat	To lower the body by bending forward from legs and spine, buttocks on or near the heels
Kneeling	To lower the body
Bending	To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds
Reaching	Extending arms out in any direction
Twisting / truck rotation	Rotating the body to one side or the other without moving the feet
Fine manipulation / pinch grip	Fingers are on one side of the object and thumb on the other, typically without the object touching the palm
Power/open hand grip	Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended
Low level work	Performing manual handling actions at or near ground level
<b>Manual Handling</b>	
Lift / carry / hold	Raising or lowering an object from one level to another and holding / transporting the object using the hands, arms, or on the shoulders
Pushing / pulling	Applying force to move something away or closer to one's self, including static positions
Kilograms of force (kg.f)	Amount of force or effort required to perform a specific task or part of a task

## Position Description

### APPENDIX 1

#### **Additional Key Responsibility Areas / Position Specific Responsibilities for all employees**

Main areas of responsibilities will include but is not limited to:

##### Business Unit Responsibilities

- Undertake Emergency Management duties as required by assisting in Emergency Management activities.
- At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees.
- Make an ongoing, positive contribution to the Directorate.

##### Change Management

- Positively embrace, adopt and meet the challenges of change as it occurs within the organisation while possessing a 'can do' attitude in order to embrace new tasks and to assist others.

##### Team Effectiveness

- A demonstrated ability to work in a team environment and actively participate as a committed and valued team member to ensure a cohesive approach to achieving team and corporate objectives.
- Be a team player and adopt team practices that support a team approach across the organisation by supporting each other in a team environment to recognise individual team achievements and achieve team targets.

##### Organisational Requirements

- A committed employee, behaving in a manner consistent with personal and professional workplace standards as outlined in Council's Code of Conduct and other Council policies, procedures and guidelines.
- Make a positive contribution to Council and be mindful of the requirements outlined in the Victorian Charter of Human Rights in the provision of service delivery while respecting the rights of colleagues and customers at all times.
- Act respectfully, responsibly and be accountable for your actions.
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and return to work (RTW) policies, procedures, training programs and perform other duties as directed within the limits of acquired skills, knowledge and training.
- Understanding of and ability to work with diversity within the workplace and community.
- Perform other duties as directed within the limits of acquired skills, knowledge and training.
- Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.