Role Charter

POSITION:	ARBORIST
Reports to:	Coordinator Recreation Works
Accountable to	Operations Manager Recreation Works
Directorate:	City Services
Date revised:	February 2022

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

Our Guiding Principles are:

MAKE THINGS EASY
Do the hard work to make things intuitive for everyone.

BE WELCOMING
Care for everyone as people, not tasks or numbers.

BE OPEN MINDED
Listen to each other and work together to find solutions.

KEEP YOUR PROMISES
Follow through on your commitments to everyone.

LOOK OUT FOR ME
Thoughtfully anticipate what will make our days go smoother.

Primary Purpose

To work within and participate in the activities of Council's Tree Works team using Arboriculture techniques to maintain Council's trees. To assist with the maintenance of trees by undertaking tree pruning, tree removal, stump grinding, root pruning, root barrier installation and tree planting.

Core Accountabilities

1. To participate and assist the Team Leader to plan and supervise the activities of the recreation and tree works teams to ensure maximum utilisation of labour, materials and plant with minimum inconvenience to the public.

2. Undertake tree pruning, tree removal stump grinding, root pruning, root barriers installation and tree planting whilst reinforcing the use of correct work practices and procedures by team members to optimise safety and ensure quality of workmanship.

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3. Undertake hazard identification and risk assessment of each worksite and record the details of the induction and submit the report to the Coordinator Recreation Works.

4. Assist in the preparation of traffic control plans for any road or footpath worksites. Assist in signposting and / or barricading of the site and ensure these measures are maintained until completion of the job.

5. Liaise with contractors, representatives of public authorities and general public in a courteous and helpful manner.

6. Advise residents or building occupants, where appropriate, of works being undertaken with estimated completion time / date and any expected inconveniences they may expect during the course of the works.

7. Undertake report and document visual tree assessments.

Undertaking any other duties, projects or tasks as directed by the Supervisor which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

Essential Criteria

1. Certificate III Horticulture (Arboriculture) or currently undertaking studies or equivalent experience.

2. Contemporary industry knowledge and demonstrated experience in correct pruning techniques, ability to fell and remove trees according to Australia safety standards and Environmental protection practices and ability to report and complete visual tree assessments.

3. Contemporary experience to exercise judgement, think on your feet, problem solve and prioritise.

4. Proven ability to work productively as a member of a team and contribute to team goals.

5. Contemporary experience to continuous improvement and ability to embrace and implement change.

6. Current class HR driver's licence.

Desirable Criteria

1. WorkCover Construction General industry Induction.

2. The following Traffic control tickets:

    *   Traffic Controller

    *   Implement Traffic Control Plans

    *   Prepare a Workzone Traffic Management Plan

3. A Current Apply First Aid Certificate.

4. Current certification to work safely near power lines.

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Date:

Agreed:

Employee Name   **Employee signature**

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