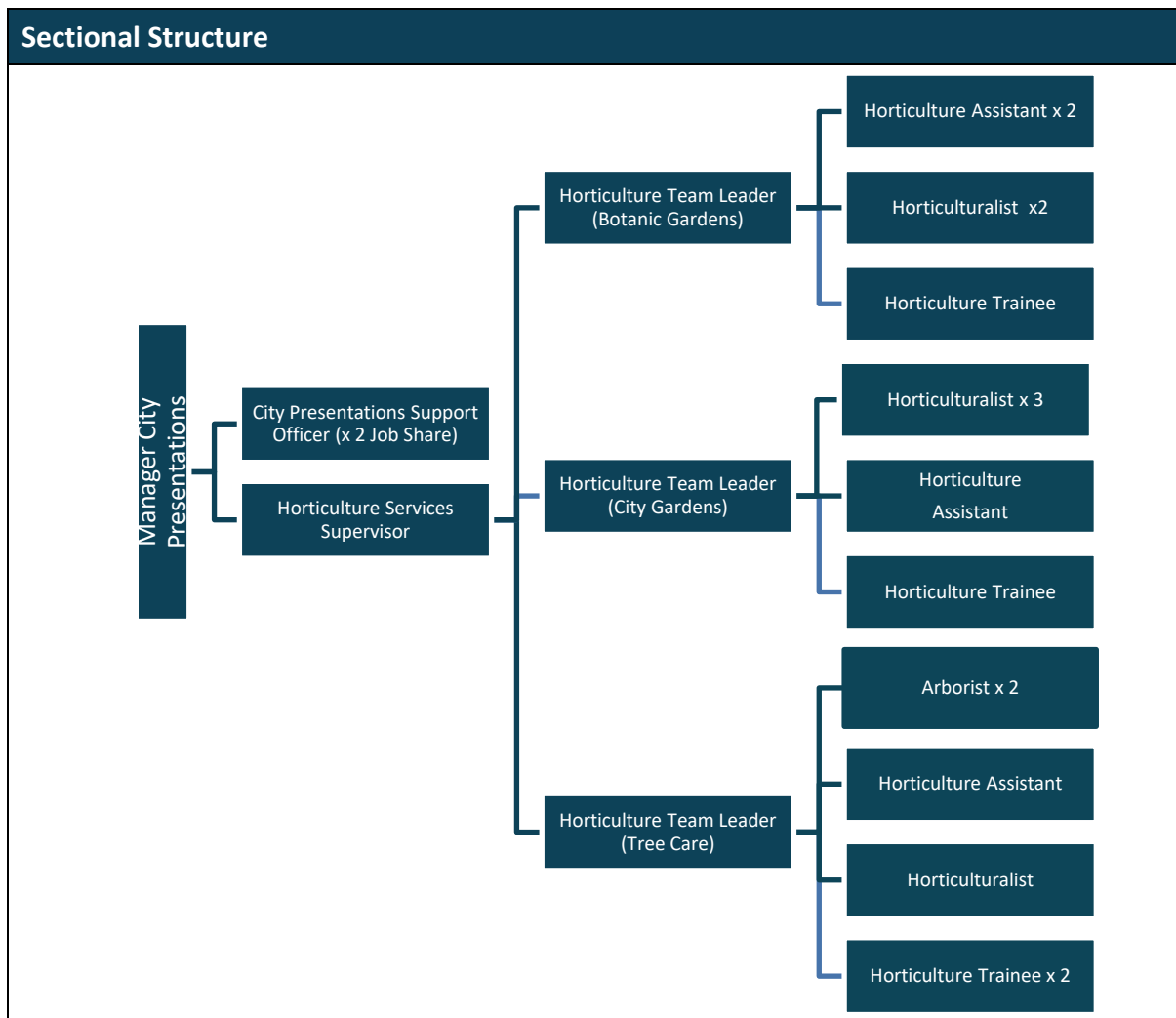


Position Title:	Arborist
Position Number:	6025, 6058
Division:	Community Recreation and Cultural Services
Section:	City Presentation
Grade:	5
Delegations:	Nil

Primary Purpose of Position

To ensure that arboriculture activities are delivered to a high standard and are consistent with the current industry best practice. To also coordinate and ensure the efficient management and maintenance of trees in streets, parks and reserves.

Sectional Structure



Selection Criteria

Qualifications/

Licences

- Certificate III in Arboriculture (or equivalent)
- Certificate I and II Chainsaw Certificate for Tree Felling and Cross Cut Operations
- NSW General Construction Induction card or ability to obtain
- Current MR Drivers Licence
- Elevated Working Platform Certificate or ability to obtain
- Current Backhoe / Loader / Skid steer Licence
- Traffic Control Licences- Blue Card (Traffic Control Stop/Slow bat) and Yellow Card (Traffic Control Signs)

Skills and Experience

- Experience in a similar role, particularly, in the maintenance of street and public open space trees together with knowledge and understanding of the relevant plant, machinery, tools and equipment required in the position.
- Sound knowledge, understanding and ability to climb trees in accordance with appropriate arboriculture practices
- Excellent verbal communication skills and the capacity to interact effectively with staff and the public in a professional manner
- Proven ability to work with minimal supervision whilst also being able to work and contribute as part of a team
- Demonstrated ability to work and assist with other staff
- Knowledge and understanding of WHS procedures and risk management.
- Demonstrated ability to model Council's key values and desired behaviours

Key Accountabilities/Duties

- Ensure that approved arboriculture works programs and procedures are carried out in a safe and efficient manner in accordance with current Australian standards.
- As directed by the Horticultural Team Leader (Tree Care), facilitate and participate in;
 - Vegetation management and pruning in streets, parks and all other open space area managed by Council
 - Tree removal in the local government area and replacement planting programs, new plantings in road reserves and parks
 - Efficient usage of human and mechanical resources within the team
 - Facilitate mail box delivery of tree maintenance programs.
 - Seek out and initiate tree care and tree maintenance tasks within the local government area
 - Providing advice to the public on tree maintenance issues
 - Provide feedback on completed tasks to the Tree Care Supervisor
 - Complete requests and other office requirements of the position
 - Coordinate on-site Workzone Traffic Management set-ups
 - Undertake maintenance and program works in conjunction with the Tree Care Supervisor

- Provide instruction, on the job training and mentoring for other staff working within the Tree Crew.
- Liaising with other areas of Council and consistently ensure that a positive team approach to achieving outcomes is maintained at all times.
- Making recommendations regarding work activities and areas of improvement.
- Undertaking training and professional development necessary to perform the role.
- Maintenance requirements are carried out for equipment under your control.
- To participate in staff meetings with the Horticultural Services Unit and actively participate in the staff appraisal process.
- To report any faults or inconsistencies observed regarding Council assets and responsibilities to Council's customer service.
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

Position Capabilities	
The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available here . The focus capabilities for this position are:	
Group	Capability
Personal Attributes	Ownership - Demonstrates "Achieves it" <i>Take responsibility and ownership of work and delivering to quality standards.</i> <ul style="list-style-type: none"> • Undertakes work with care and concern for results achieved • Demonstrates ownership through language and behaviour • Speaks up when errors made • Able to get work completed to the required standard
	Team Work - Demonstrates "Achieves it" <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity.</i> <ul style="list-style-type: none"> • Encourages an inclusive, supportive and co-operative team environment • Shares information and learning within and across teams • Works well with other teams on shared problems and initiatives • Looks out for the wellbeing of team members and other colleagues • Encourages input from people with different experiences, perspectives and beliefs • Shows sensitivity to others' workloads and challenges when asking for input and contributions
Relationships	Customer Focus - Foundational "Does it" <i>Commit to delivering customer focused services in line with strategic objectives.</i> <ul style="list-style-type: none"> • Shows awareness that he/she is working for the community • Shows respect, courtesy and fairness when interacting with customers and members of the community • Listens and asks questions to understand customer/community needs

Results	Plan and Prioritise - Foundational "Does it" <i>Plan and organise work in line with organisational goals, and adjust to changing priorities. Understands team objectives and own contribution</i> <ul style="list-style-type: none"> Plans and organises own work tasks Asks when unsure about the relative priority of allocated tasks Manages time appropriately and re-prioritises as required Identifies and informs supervisor of issues that may impact on completion of tasks
	Health, Safety and Environment - Demonstrates "Achieves it" <i>Identifying and/or preventing health and safety risks to self and others. Planning and delivering work that considers the environment.</i> <ul style="list-style-type: none"> Takes responsibility for working safely, rather than relying on rules and policies Speaks up when something is unsafe Corrects safety hazards when identified Always follows safety procedures Reports health, safety and environmental issues and problems
Technical	Assets and Equipment - Demonstrates "Achieves it" <i>Use, allocate and maintain work tools appropriately and manage Council assets and equipment responsibly</i> <ul style="list-style-type: none"> Uses a variety of work tools and resources to enhance work products and expand own skill set Ensures others understand their obligations to use and maintain work tools and equipment appropriately Contributes to the allocation of work tools and resources to optimise team outcomes

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures

- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Name of Employee	
Signature of Employee	
Date	