



City of
Norwood
Payneham
& St Peters

TEAM MEMBER, ARBORICULTURE

POSITION & PERSON DESCRIPTION

December 2023

POSITION DETAILS

DEPARTMENT: Infrastructure & Major Projects

UNIT: City Services

SECTION: Arboriculture

ORGANISATIONAL RELATIONSHIP: The Position is also expected to work in collaboration with other Team Members, Apprentices and Temporary (Agency) Staff.

DIRECT REPORTS: Nil.

AWARD: *Local Government Employees Award and the City of Norwood Payneham & St Peters' Local Government Employees Enterprise Agreement*

CLASSIFICATION: Municipal Employee, Grade 4 to Grade 5



POSITION OVERVIEW

Working within a small team, the Team Member, Arboriculture undertakes a range of tasks associated with the maintenance of the City's park trees and street trees.

Typical tasks undertaken by the Arboriculture Team include proactive maintenance works, such as formative pruning, shaping and dead-wooding, as well as reactive tasks, such as removing trees, clearing fallen limbs and responding to storm damage.

Typical machinery used in the execution of works includes chainsaws, power pruners, hand and pole saws, chippers, elevated work platforms and leaf blowers. The Team Member is expected to undertake the safe and efficient use of the available plant and tools.

Team Members are required to follow the instructions provided by the Leading Worker, Arboriculture in the execution of assigned works and are expected to be able to work with minimal supervision.

Works are often carried out in close proximity to traffic as such, Team Members are required to be familiar with appropriate work zone traffic management practices and implement appropriate measures at each work site.

While each Team is assigned a work zone, a city-wide approach is taken in order to get things done. Team Members are expected to work co-operatively with all members of the City Services workforce and may be reassigned between Teams from time to time as required, including the Horticulture team.

Team Members are expected to work closely with the Works Coordinators, Leading Workers and other staff who determine the work plans, goals and targets which the Team members will deliver.

Staff also have a responsibility to contribute to a constructive working environment and effective team and also contribute to continuous improvement, personal development and training and team work principles.

From time-to-time the Team Member, Arboriculture may be required to use self-initiative work in isolation or undertake work out of core hours.

POSITION OBJECTIVES

- 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

1. EXECUTION OF WORKS

- 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.

Performance Indicators

- Tree pruning, tree felling and other maintenance works are completed to accepted arboriculture industry standard and the Australian Standards for amenity pruning, in a timely and accurate manner.
- Proper work zone traffic management signs and devices are installed at all work sites where traffic management is required.
- Plant, machinery and tools are maintained in good condition and are used in accordance with operational procedures.

2. 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.

Performance Indicators

- Petty cash records are entered in a timely and accurate manner.
- Dockets and receipts are submitted in a timely manner.
- Records of all regulatory traffic control devices used in the executive of works are kept.
- Plan checks are undertaken in accordance with adopted standards.
- All other records are kept in an accurate and timely manner.



3. 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.

Performance Indicators

- Service offered is relevant, accurate, bespoke, effective and efficient.
- KPI's are established and delivered.

SELECTION CRITERIA

QUALIFICATIONS AND/OR EXPERIENCE

- 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).

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.

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- 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

- 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.

WORK HEALTH & SAFETY RESPONSIBILITIES

- In accordance with *Section 28 of the Work Health and Safety (WHS) Act 2012*, while at work you must:
 - take reasonable care of your own health and safety; and
 - take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
 - comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Council; and
 - cooperate with any reasonable policy or procedure of the Council.
- As part of the Council's safety management system, all workers are required to:
 - report any hazards, near misses, incidents, accidents, injury or ill-health which arise in the course of, or as a result of, their work;
 - correctly use, and maintain, any clothing and equipment provided for the purposes of WHS;
 - maintain their workplace in a tidy and safe condition;
 - ensure that their safety, and that of others, is not affected by the consumption of alcohol or other drugs;
 - not interfere with, remove or displace any safety devices, guards or protective equipment unless it is part of an approved maintenance or repair procedure; and
 - actively participate in consultation and consideration of all WHS issues that are pertinent to their workplace.

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- Work Health & Safety (WHS) Competencies and training requirements include:
 - Sun Smart UVR (induction)
 - Personal Protective Equipment (induction and every five (5) years)
 - Prevention of Falls General Awareness (induction and every two (2) years)
 - High Risk Work (height more than eleven (11) metres) Licence (every five (5) years)
 - Elevated Work Platform (height less than eleven (11) metres) Licence (every five (5) years)
 - Hazardous Chemicals Awareness (induction)
 - Electrical Safety Awareness (induction and every five (5) years)
 - Drugs & Alcohol Awareness (induction)
 - Environmental Hazards General Awareness (induction)
 - Heat Stress Awareness (every three (3) years)
 - Working With Wildlife (every three (3) years)
 - Canine Behaviour (every five (5) years)
 - Confined Spaces Awareness (every five (5) years)
 - Asbestos Containing Material (every five (5) years)
 - Hazardous Manual Tasks Awareness (induction)
 - Fatigue Awareness (annual)
 - Chainsaw Operating Licence (every five (5) years)
 - Work Zone Traffic Management Ticket (every three (3) years)
 - Medium Rigid (MR) Licence (every ten (10) years)
 - i-Responda Basics (every five (5) years)

ORGANISATIONAL VALUES

At the City of Norwood Payneham & St Peters, all staff are committed to improving the quality of services which are provided to the community. In order to ensure that we achieve this, we have embraced the *Business Excellence Framework* as a mechanism for implementing continuous improvement and as part of this we have adopted a set of Organisational Values and Community Well-Being Model.

The Organisational Values (which are summarised below) form an integral part of the Position & Person Description.

The Organisational Values are a shared set of values to assist in guiding staff behaviour in terms of how we interact with each other and the Elected Members, as well as how we treat people in our community as part of our day-to-day operations and service delivery.



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AGREEMENT

This Position & Person Description accurately reflects and describes the responsibilities, accountabilities, duties and skills required and the expected outputs and outcomes for the position of Team Member, Arboriculture.

APPROVED BY:

READ & AGREED TO BY:

Mario Barone PSM
CHIEF EXECUTIVE OFFICER

TEAM MEMBER, ARBORICULTURE

Date

Date

Position & Person Descriptions form an important part of an integrated planning process to ensure that individual performance, and the required outputs and outcomes of each position within the organisation, align with the strategic and corporate directions of the Council as set out in the *CityPlan 2030: Shaping Our Future*. The *Organisational Values* are an integral component of the organisational culture and all staff are expected to perform their duties within the framework of the *Organisational Values*.