

# POSITION DESCRIPTION

## ARBORIST

### Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

### Our Goals

<p><b>Thriving Community</b></p> <p><i>A City where people have the opportunity to connect and flourish</i></p>	<p><b>Prosperous Economy</b></p> <p><i>A City with a thriving economy that enriches its local community</i></p>	<p><b>Clean And Green City</b></p> <p><i>A City that values its natural environment</i></p>	<p><b>Places For People</b></p> <p><i>An accessible City where people love to be</i></p>
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### Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.  
 Our systems, processes and tools are contemporary and reflect leading practice.  
 Our assets and finances are managed with sound stewardship.

### We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

### Our Organisational Values

<p><b>Make a Difference</b></p> <p>We serve our community well</p>	<p><b>Grow &amp; Improve</b></p> <p>We improve our work everyday</p>	<p><b>Better Together</b></p> <p>We collaborate &amp; create to deliver meaningful outcomes</p>
<ul style="list-style-type: none"> <li>• Deliver public good</li> <li>• Improve the quality of people’s lives</li> <li>• Community focussed</li> <li>• Deliver Council’s City Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Innovate</li> <li>• Continuously improve</li> <li>• Problem solve</li> <li>• Adapt &amp; change</li> <li>• Engage the community</li> <li>• Shape the future</li> </ul>	<ul style="list-style-type: none"> <li>• Trust, honesty, integrity</li> <li>• Care &amp; support each other</li> <li>• Work as a team</li> <li>• We celebrate success</li> <li>• We are accountable</li> <li>• Open communication</li> </ul>

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The position is:

<b>Position Title</b>	<b>Arborist</b>		
<b>Department &amp; Section</b>	<b>City Assets – Parks and Gardens</b>		
<b>Team</b>	<b>Tree Maintenance</b>		
<b>Reporting to</b>	<b>Group Leader</b>		
<b>Positions Reporting to it</b>	<b>Nil</b>		
<b>Classification and Stream</b>	<b>Grade 5 - 6</b>		
<b>Position Number</b>		<b>Prescribed Position:</b>	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/>

## How does this position contribute to our community?

- Assists to achieve service standards which are part of our maintenance programs.
- Help keep the community safe during extreme weather events.
- Helps to make our City a cleaner, safer place to live and work.
- Complete a range of tasks with sensitivity to our heritage and natural environments.
- Contributes to our community's sense of place.

## What does the position do?

- Leads and participates in the maintenance of our city's:
  - Trees within our parks, gardens and sporting grounds.
  - Street trees and vegetation.
  - Levels of public cleanliness.
- Undertake all aspects of arboriculture maintenance.
- Responsible for complex tree maintenance tasks.
- Provides leadership and direction in the field.
- Provides arboricultural advice in relation to Council owned trees to the community.
- Operates and maintains plant, equipment and tools associated with the duties of the position.
- Truck driving (up to MR level).
- Maintains a clean and safe worksite.
- Leads less experienced team members when working in smaller groups.
- Traffic management.
- Responsible for the completion of daily documentation.
- Maintains Council's tree management systems.
- Provides leadership and timely resolution to rapid response requests during scheduled hours.
- Ensures compliance with the Code of Conduct, Council policies, procedures and guidelines.
- Other reasonable duties as required are undertaken.
- Work at other locations within Council if required

## What outcomes does the position deliver?

- Interactions with members of the public, contractors and other service providers are respectful, friendly and polite.
- Safe work method statements, safe operating procedures and daily job safety analysis and any other safety related requirements are complied with.
- Sound horticulture/arboriculture maintenance practices are provided to the community.
- Work is carried out in a timely manner to the required quality standards.

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- All relevant tree standards are complied with.
- Strong safety culture in the field.

## **The behaviours we expect the position to contribute to our workplace are:**

- Effective communication and information sharing
- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build sound work relationships
- Sound problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts

## **Qualifications for the position**

- AQF Certificate III or higher in Horticulture or Arboriculture is essential.
- C Class Driver's licence is essential.
- MR licence is essential.
- High Risk ticket about 11 metres is essential.

## **Experience**

- Minimum 3 years' experience in arboriculture is essential.
- Experience in arboriculture maintenance, use of machinery and irrigation.
- Experience in training or leading trainees.

## **Knowledge**

- Arboriculture knowledge derived from extensive work experience.
- Theoretical knowledge derived from qualifications.

## **Information Management/Cyber Security**

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

## **Child and Vulnerable People Safe Environment**

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

## **Procurement and Contract Management**

- Responsible for complying with Councils procurement policy and processes
- Proficient in the application and requirements of procurement within a Local Government context
- Requirement to undertake regular training regarding procurement and contract management activities

## **Our Safety and Return to Work Commitments**

### All Employees

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.

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- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_