

POSITION DESCRIPTION

Position Title:	Arborist Assistant	Directorate:	Infrastructure & Works
Position Number:	100962	Department:	Works Centre
Employment Status:	Full-Time	Section:	Urban Services
Employment Type:	Permanent	Location:	Works Centre
Classification:	Schedule B, Salary Point 5		
Reports to:	Urban Services Coordinator		

PRIMARY PURPOSE:

The role of the Arborist Assistant is to provide support and assist the GCC in the identification and assessment of the health of street, reserve and rural trees and update this information in Council's Assets Register.

The position is also required to work closely with allied professionals including Urban and Regional Planners, Landscape Architects and Environmental Consultants to provide strategic and operational planning for urban forest preservation, protection, and management.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Arborist Assistant** reports to the **Arborist and Urban Services Coordinator** for all operational and management matters.
- The role is a key contributor to the Arborist Team and will assist the extended Urban Services program as required. They will also liaise with other employees of Council.

2. External:

- The role will liaise with external stakeholders such as members of the general public, ratepayers, residents, visitors and contractors to the City of Glenorchy.

OUR VALUES:

We respect each other

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters

We are trusted

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn

Together we are better

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge

We deliver

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

OUR CULTURE:

We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

KEY RESPONSIBILITIES

RESPONSIBILITIES/ACCOUNTABILITIES	DUTIES
Technical	<ul style="list-style-type: none">• Undertake tree maintenance duties in accordance with current industry best practice and guidelines of the Australian Standards. (Currently AS 4373-2007)• Carry out specific maintenance and management activities on Council trees.• Assist in the identification and assessment of the health of street, reserve and rural trees and update this information in Council's Assets Register.• Provide qualified and competent traffic management associated with the control and direction of vehicular and pedestrian traffic through and around work sites.• Reading plans and recording accurately all 'as constructed' information as required.• Undertake pest, disease and weed control tasks using best practice and qualified chemical and manual techniques in accordance with Industry, Legislation and Council policies and procedures.• Store, transport, use, handle and dispose of all chemicals, herbicides, and hazardous substances in accordance with Council procedures.• Undertake chemical treatment using a range of methods including but not exclusive to boom-spraying, handgun, and spot spraying.
Team Work	<ul style="list-style-type: none">• Collaborate with council staff and pro-actively share knowledge help build and maintain others skills and capability• Perform activities in a manner that promotes cooperation and good relationships with the team members• Provide on the ground support to Operations and Maintenance teams to complete activities• Respect others and their viewpoints• Deliver quality and compliant products and advice that build trust and respect• Work together with team members and others to achieve outcomes in effective and timely manner• Take responsibility to delivery activities for our community

Organisational Responsibilities	<ul style="list-style-type: none"> • Promote a positive image of the Council while representing the council to internal and external clients • Identify and share new and continuous improvement opportunities in urban services • Maintain knowledge and expertise in the relevant field/s and keep abreast of best practice and developments in legislative requirements • Contribute to personal Performance Plan objectives and undertake appropriate professional development opportunities and training opportunities • Take responsibility for own work priorities to ensure accuracy, quality, value, and timeliness of work undertaken • Ensure all allocated works are completed to the required standard in a timely manner and within budget • Support a diverse and inclusive workplace that values the safety and wellbeing of children, young people, the community and employees.
Safety & Compliance	<ul style="list-style-type: none"> • Undertake the activities in accordance with GCC's practices, procedures, and relevant legislation. • Assist in delivering the daily operations of the team including toolbox discussions, allocation of work task. • Operates equipment efficiently and safely adhering to Safe Operating Procedures (SOPS) and Safe Work Method Statements (SWMS) to ensure satisfactory completion of assigned duties • Monitor and report on compliance with relevant Acts, Regulations and standards to meet legal and certification requirements and report non-conformances and provide and implement recommendations as required • Complete required record keeping such as Prestart Hazard Identification, Facility and site inspections, and Incident/Hazard Reports • Complete and maintain all certificates, compliance training and other certification as required • Assists in the investigation of incidents/accidents. Able to interpret information from detailed construction plans, design specifications and material safety data sheets and applies it to the job.

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence, and training, consistent with their classification level, in any area of Council, as directed.

SPECIALIST DELEGATIONS:

- Nil

LICENSES/ACCREDITATIONS/QUALIFICATIONS – ESSENTIAL:

- Medium Rigid Truck “MR” Class license
- White Card
- Traffic Management Accreditation (RIIWH5205E Control traffic with a stop-slow bat, and RIIWH5302E Implement traffic managements plans)
- Chainsaw Accreditation

LICENSES/ACCREDITATIONS/QUALIFICATIONS – DESIRABLE

- Tasnetworks – Working safely near live electrical apparatus as a non-electrical worker.
- Current Chemcert accreditation
- Current Elevated Work Platform (EWP) accreditation.
- Licensed and competent operation of rigid motor vehicle with GVM up to 15 tonne, and Elevated Work Platform.

KEY SELECTION CRITERIA:

1. Demonstrated experience, in all aspect’s arboricultural practices with a focus on pruning and removal of trees.
2. Current Medium Rigid Truck “MR” Class license White Card, Traffic Management accreditation with current experience in using small plant and equipment, including, but not exclusive to chainsaws, pole saws, chippers, rotary hoes, brush cutters etc.
3. Ability to work well within a team environment and to adapt to a changing environment.
4. Competent operation of varied small plant and equipment including but not exclusive to chainsaws, pole saws, chipper, rotary hoe, brush cutters etc.
5. A well-developed understanding and knowledge of Workplace Health and Safety.
6. Physically fit and proven ability to work in all weather conditions.

OUR VALUES:

AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Manager Name:			
Manager Signature:		Date:	
Director Name:			
Director Signature:		Date:	

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	