



Position Description – Tree Establishment Team Member

Division	City Operations
Portfolio	City Maintenance
Business Unit	Trees and Irrigation
Level	ME5
Reports To	Workgroup Leader – Tree Establishment
Prescribed Position	No

Position Objective

Working within a team, undertake tree planting, tree watering, and small tree maintenance across Council's parks, gardens, and streetscapes.

Key Responsibilities

Safety

- Follow defined work health and safety legislation, policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Actively identify, report and, where possible, fix workplace hazards.
- Responsible for and actively involved in identifying and managing risk in day to day activities and projects.

Operational

- Carry out arboriculture duties including:
 - Street tree watering during watering season;
 - Tree planting in Council's parks, gardens and streetscapes;
 - Undertaking small tree maintenance;
 - The effective and safe operation of arboriculture equipment, materials and infrastructure; and
 - Ensuring Council standards relating to arboriculture are maintained.
- Responsibility for plant and equipment including:

- Complying with standard operating procedures in conjunction with work health and safety procedures;
- Ensuring proper care and maintenance of plant and equipment including liaising with Fleet Services on plant related matters;
- Reviewing plant usage in conjunction with your leader; and
- Completing plant usage sheets with accurate information.
- Responsibility for accurate manual and digital-based records, including but not limited to;
 - Ensuring timesheets are filled out correctly and passed on to your leader;
 - Ensuring daily work forms are completed and passed on to your leader;
 - Ensuring associated delivery dockets and contractor paperwork is recorded and passed on to your leader;
 - Ensuring Traffic Management Plans are recorded and passed on to your leader; and
 - Operating electronic devices as required for data entry, reporting or communication purposes.
- Demonstrate flexibility and a willingness to perform a variety of tasks as directed by the Workgroup Leader – Tree Establishment or Coordinator Trees and Irrigation.
- Contribute to a broader 'team' approach by undertaking duties in other work groups, relative to training, skills, competencies and level.

General

- Earlier start times and late finishes may apply in accordance with provisions contained in the relevant industrial agreement.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Communicate with members of the public and service providers in a friendly and polite manner.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Experience in arboriculture duties and maintenance.
- Experience in the use of arboriculture plant and equipment.
- Effective communication skills when interacting with members of the community, suppliers and colleagues.

- Demonstrated ability to contribute positively to a team environment including providing flexibility and a willingness to work across other teams as required.
- Sound computing and technology skills in the use of internet platforms, Apps, Microsoft Office suite and corporate systems.
- Sound literacy and numeracy skills to document records.

Knowledge

- Sound knowledge of the practice of arboriculture including equipment, plant and procedures.
- Sound knowledge of tree identification, suitability and use.
- Sound knowledge for managing risk in the performance of arboriculture activities.
- Understanding, enthusiasm and alignment for the direction of the City of Charles Sturt.

Experience

- Proven experience in arboriculture.
- Experience in the safe operation of plant and equipment associated within arboriculture.

Qualifications

Certificate 3 in Arboriculture or demonstrated equivalent experience	Essential
MR Licence	Essential
White Card Accredited	Essential