



## Position Description – Tree Establishment Team Member

<b>Division</b>	City Operations
<b>Portfolio</b>	City Maintenance
<b>Business Unit</b>	Trees and Irrigation
<b>Level</b>	ME5
<b>Reports To</b>	Workgroup Leader – Tree Establishment
<b>Prescribed Position</b>	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

- 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.
  - Earlier start times and late finishes may apply in accordance with provisions contained in the relevant industrial agreement.
  - Communicate with members of the public and service providers in a friendly and polite manner.
  - Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
  - Actively deliver an innovative customer experience that’s effortless, delivered with care and exceeds our customers’ expectations.
  - Responsible for being actively involved in the identification and management of the day-to-day risks of their activities and projects.
  - Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council’s Work Health & Safety Managements Systems.
  - 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 & Requirements**

Certificate 3 in Arboriculture and/or demonstrated equivalent experience in lieu of formal qualifications	Essential
MR Licence	Essential
White Card Accredited	Essential