

# Position Description

## Arborist Assistant



<b>Position Title:</b>	Arborist Assistant	<b>Directorate:</b>	Infrastructure & Development
<b>Position Number:</b>	100962	<b>Department:</b>	Works
<b>Employment Status:</b>	Full-Time	<b>Position Type:</b>	Outdoor Employee
<b>Employment Type:</b>	Permanent	<b>Location:</b>	Work Centre
<b>Classification Structure:</b>	Grade 2		
<b>Reports to:</b>	Urban Services Coordinator		

### PRIMARY PURPOSE:

The role of the Arborist Assistant is to provide support and assist the Council 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 **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 liaise with the Chief Executive Officer, Directors, Managers and all other employees of Council.

#### 2. External:

- The role will liaise with external stakeholders such as members of the public, ratepayers, community members, industry suppliers, service providers, visitors and contractors.

### Work Environment

Glenorchy City Council is a values-based organisation, committed to attracting, recruiting, and retaining individuals who uphold our values and actively contribute to the positive culture we aspire to build.

We are dedicated to maintaining high standards of performance in all areas, particularly in relation to Community, Work Health and Safety, Diversity, and Child Safety. All employees are expected to contribute to a safe and inclusive work environment by:

- Promoting and maintaining safe working conditions and practices.
- Supporting fair and equitable access to employment, promotion, training, and personal development.
- Actively working to eliminate workplace harassment and discrimination.
- Ensuring compliance and reporting obligations to safeguard children and young people.

The behaviours and performance standards expected of all Council employees are governed by our Code of Conduct, Workplace Values, Directives and guidelines.

Please note that Glenorchy City Council is a drug, alcohol and smoke-free workplace.

## Accountabilities And Responsibilities

<b>Technical</b>	<ul style="list-style-type: none"> <li>Undertake tree maintenance duties in accordance with current industry best practice and guidelines of the Australian Standards. (Currently AS 4373-2007)</li> <li>Carry out specific maintenance and management activities on Council trees.</li> <li>Assist in the identification and assessment of the health of street, reserve and rural trees and update this information in Council's Assets Register.</li> <li>Provide qualified and competent traffic management associated with the control and direction of vehicular and pedestrian traffic through and around work sites.</li> <li>Reading plans and recording accurately all 'as constructed' information as required.</li> <li>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.</li> <li>Store, transport, use, handle and dispose of all chemicals, herbicides, and hazardous substances in accordance with Council procedures.</li> <li>Undertake chemical treatment using a range of methods including but not exclusive to boom-spraying, handgun, and spot spraying.</li> </ul>
<b>Team Work and Collaboration</b>	<ul style="list-style-type: none"> <li>Collaborate with all council employees and proactively share knowledge to help build and maintain skills and capability.</li> <li>Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members.</li> <li>Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture.</li> <li>Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community.</li> <li>Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time.</li> <li>Assist in the delivery of daily team operations, participating in team meetings, and allocating work tasks.</li> <li>Contribute to an inclusive workplace culture by respecting diverse perspectives and encouraging open, constructive communication</li> <li>Take ownership and responsibility for delivering activities that benefit the community and align with council goals, strategic and annual plans.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>Represent the Council in a professional and positive manner</li> <li>Ensure that a high standard of customer service is maintained to both internal and external customers.</li> <li>Identify and contribute to opportunities for continuous improvement in service delivery.</li> </ul>
<b>Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>Actively participate in professional development and training activities and contribute to the achievement of individual performance objectives.</li> <li>Take ownership of work priorities to ensure tasks are completed accurately, efficiently, and to a high standard.</li> <li>Ensure all assigned work is delivered within agreed timeframes, budgets, and quality expectations.</li> <li>Support and promote a diverse and inclusive workplace culture that prioritises the safety and wellbeing of children, young people, the community, and employees.</li> </ul>

	<ul style="list-style-type: none"> <li>Employees may be required to perform additional duties that are within the scope of their skills, competencies, and training, consistent with their classification level. These duties may be undertaken across various areas of the Council, as directed, to support organisational needs and service delivery.</li> <li>This role may require reasonable after-hours activities and overtime when required by business needs.</li> </ul>
<b>Governance, Risk and Compliance</b>	<ul style="list-style-type: none"> <li>Undertake all activities in accordance with Council's code of conduct, values, policies, procedures, delegations and legal obligations.</li> <li>Comply with Work Health and Safety (WHS) policies, procedures and safe work practices.</li> <li>Promptly report hazards, incidents, injuries or unsafe practices in accordance with Council requirements.</li> <li>Ensure adherence to all relevant legislation, regulations, and organisational standards to maintain compliance with legal, safety, and certification requirements.</li> <li>Proactively identify areas of non-compliance and support the implementation of corrective actions.</li> <li>Maintain current knowledge and expertise in relevant fields, including awareness of industry best practices and updates to legislative and regulatory frameworks.</li> <li>Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements, report non-conformances and implement corrective actions as needed.</li> <li>Participate in professional development and training activities and maintain up-to-date certifications and complete all mandatory compliance and training requirements.</li> </ul>

### Key Selection Criteria

<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>Traffic Management Accreditation (RIIWHS205E Control traffic with a stop-slow bat, and RIIWHS302E Implement traffic managements plans)</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>Tasnetworks – Working safely near live electrical apparatus as a non-electrical worker.</li> <li>Current Chemcert accreditation</li> <li>Current Elevated Work Platform (EWP) accreditation.</li> <li>Licensed and competent operation of rigid motor vehicle with GVM up to 15 tonne, and Elevated Work Platform.</li> </ul>
<b>Licences</b>	<ul style="list-style-type: none"> <li>Current registration to work with vulnerable people (RWVP)</li> <li>Medium Rigid Truck “MR” Class licence</li> <li>White Card</li> <li>Chainsaw Accreditation</li> </ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>Demonstrated experience, in all aspects of arboricultural practices with a focus on pruning and removal of trees.</li> <li>Ability to work well within a team environment and to adapt to a changing environment.</li> <li>Competent operation of varied small plant and equipment including but not exclusive to chainsaws, pole saws, chipper, rotary hoe, brush cutters etc.</li> <li>A well-developed understanding and knowledge of Workplace Health and Safety.</li> <li>Physically fit and proven ability to work in all weather conditions.</li> </ul>

# 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

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

### 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

### ACKNOWLEDGEMENT:

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

Employee Name:		
Employee Signature:	Date:	