



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

- 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

A tertiary qualification in Arboriculture (Certificate 3) or related field and/or commensurate demonstrated experience in lieu of formal qualifications

Essential

MR Truck Licence

Essential

White Card Accredited

Essential