



Position description

Field Officer, Arboriculture Field Services

Position Overview

Reporting to the Team Leader Arboriculture, the Field Officer Arboriculture is responsible for contributing to the management, preservation, maintenance and protection of all trees and shrubs across Council's streets and reserves in both rural and urban spaces.

Reporting relationships

Reports to the Team Leader Arboriculture

Other key relationships

Internal

Other relevant staff

External

Residents and ratepayers

Public Authorities and service providers

Other councils

Key Outcomes

Responsibilities:

- Work with the Leading Worker, deliver the Block Pruning Program ensuring street and urban trees and shrubs are well maintained and healthy according to Councils recognised Assets and Environmental Standards.
- Maintain, monitor and report on the appearance of Council's open spaces and assets relating to Horticultural / Arboriculture programs.
- Undertake a Worksite Risk Identification & Assessment for each site and ensure all effective controls are in place for identified risks according to the standards set out in the WHS procedures.
- Ensure environmental impacts resulting from the maintenance of tree and shrub health, preservation and protection are minimised and report any issues to the Team Leader.
- Safely and conscientiously operate high risk plant and equipment to carry out work associated with tree and shrub maintenance, pruning and repair.
- Capture and input tree health data and report asset defects utilising Council's Tree Management System.
- As a certified First Aid Officer, attend to any on site injuries, as required.
- Check high risk equipment regularly and report any fault or breakage immediately to the Team Leader.
- Undertake pre-operation checks on all equipment before operation. This includes the application of required lubrication, checking tyres and the top up of oil and coolants and utilising Council's workshop for services as per the service schedules.
- Mentor and coach new team members including apprentices and non-payroll personnel (NPP).
- Demonstrate our values and behaviours when interacting with others and in delivering the outcomes of this role.
- Work collaboratively to deliver services and to identify improvements to work practices and procedures.
- Comply with all relevant organisational codes, policies, procedures, guidelines, standards and legislation.
- Report all risks identified in the course of undertaking the duties relevant to this position.

Contributes to and supports:

- The Team Leader and Leading Worker through positive interactions with members of the Community to constructively respond to queries and resolve issues on site.
- Improved services through participating in regular audits and reviews of team activities and services, and implementing any audit/review recommendations.
- Implementation of team performance measures and reporting on those measures, and participating in any improvements based on those measures.
- Individual performance planning (IPP) discussions and provision of constructive feedback.

Safety, Wellbeing and Injury Management Key Outcomes

Contribute to a culture where everyone places safety first by:

- Ensuring any high-risk plant and equipment is well maintained and operated with the highest level of skill to demonstrate workplace safety remains the highest priority.
- Identifying and reporting health and safety hazards, accidents and incidents using the appropriate reporting systems.
- Taking reasonable care to protect own health and safety, and the health and safety of others.
- Using any equipment that is provided to protect own health and safety.
- Following reasonable instructions given on safety, wellbeing and injury management.
- Complying with health and safety and injury management policies and procedures and actively participate in associated training and programs.

Role Specific Conditions

Vaccination requirements:

This position has tasks/exposures that have the potential to place the incumbent at greater risk of exposure to an infectious disease, or of transmitting infectious disease to others (children and vulnerable people). Vaccines are provided free of charge from Council's Immunisation Team.

Recommended vaccinations are:

- Hepatitis B
- Tetanus

The following conditions apply:

- Occasional out of hours work may be required.

Qualifications (or demonstrated equivalent experience)

- Certificate 3 in Arboriculture
- Licence to Perform High Risk Work Class: Elevated Work Platform (EWP)
- Current MR Licence
- Provide First Aid Certificate
- Temporary Traffic Management (TTM) Work Zone Traffic Management Ticket (WZTM)
- Prepare to work safely in the construction industry (Whitecard)
- Working safely near live electrical apparatus as a non-electrical worker certificate
- Certificate of Competency in load shifting equipment
- Work Safely at Heights Certificate

Skills & Capabilities

Ability to demonstrate:

- A strong focus on individual and team safety and strict adherence to safety practices procedures.
- A strong work ethic and the ability to work collaboratively with key stakeholders.
- Providing a positive customer experience.
- Strong innovative thinking and a practical approach to problem solving and negotiation.
- Sound planning and prioritising skills and meeting competing deadlines.
- Using sound initiative and working safely with minimum supervision.
- Well established communication skills.
- Personal integrity and ethics aligned to our Corporate Values.
- Competent IT skills that enable the use of corporate systems in the day to day work activities.

Experience & Knowledge

Demonstrated and sound experience in:

- Operating plant and equipment used in Arboriculture and Horticulture activities.
- Undertaking a range of activities conducted within Arboriculture e.g. tree pruning using electric loppers or chainsaw.
- The operation of a wood chipper and Elevated Work Platform.
- Safely working at heights and where there is exposure to electrical hazards.
- Undertaking visual tree assessments (VTA).
- Proactive undertaking block pruning.

Strong knowledge of:

- Tree and shrub health management.

Sound knowledge of:

- Workplace Health and Safety practices.
- Horticulture and arboriculture maintenance and operation of associated plant and equipment.
- Identifying tree species, pests and disorders.