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# Position Description

## Arboriculture Crew

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## POSITION OVERVIEW

Assist in the development, beautification and presentation of community assets and open spaces throughout the Alpine Shire. You will contribute to the efficient and effective operation of the Arboriculture Unit through positive participation as a member of the Open Spaces department. You will undertake key responsibilities in a professional, efficient and timely manner; and contribute to Council's aim of being a high performing organisation.

## CLASSIFICATION AND RELATIONSHIPS

<b>Classification:</b>	Band 3 Alpine Shire Council Enterprise Agreement
<b>Reports to:</b>	Arboriculture Leading Hand
<b>Supervises:</b>	Nil

## KEY DUTIES AND RESPONSIBILITIES

As an Arboriculture Crew member, you will work as part of a small proactive team. You will contribute to the efficient and effective operation of the Arboriculture Unit.

We are seeking an enthusiastic and motivated Arboriculture Crew member to join our Arboriculture Team and help care for the municipality's trees and open spaces.

### **Accountability and extent of authority**

- Accountable to the Arboriculture Leading Hand for day-to-day works.
- Carry out all key tasks to best of ability, in accordance with directions and in a safe manner ensuring safety of both public and fellow employees.
- Direct all complaints and enquires over and above the responsibility of the position to the Arboriculture Leading Hand, Trees Senior Team Leader & Arborist or Open Spaces Senior Team Leader.
- Freedom to act is subject to regulations, policies and regular close supervision.

### **Assist Leading Hand, Team Leader and Coordinator to organise daily works programs**

- Ensure that works are completed on time in a safe and efficient manner.
- Assist with all administration requirements.
- Ensure that the Service Unit's plant and equipment resources are utilised in an efficient manner.
- Be responsible for the safety of yourself, team members, the community and other people who visit your work site.

## **Skills**

A demonstrated ability is required to perform the following activities:

- Successfully undertake key responsibilities detailed in this Position Description.
- Capably read and write in the English language.
- To capably operate vehicles, machinery and plant for which licences are held.
- Apply sound, timely and concise levels of communication with senior officers and associated staff within the Alpine Shire Council.
- Maintain and deliver harmonious relationships within the work team.
- Delivery of services in accordance with directions issued.
- Work in conditions with traffic both vehicular and pedestrian.
- Operate minor plant including brush-cutters, hedging machines and pole saws.
- Basic mechanical skills.

## **Physical attributes**

A demonstrated physical ability or capacity to perform the following is required:

- Capacity to stand for long periods.
- Capacity to stand on one leg (balance) occasionally.
- Capacity to sit for long periods.
- Capacity to walk over even, uneven and sloped ground repetitively.
- Capacity to climb trees involving supporting/lifting body weight through the upper limbs whilst wearing an additional 35 kilograms of equipment.
- Capacity to climb step/stairs occasionally.
- Capacity to climb a ladder occasionally.
- Capacity to kneel on one knee or both knees repetitively.
- Capacity to lift/carry/push/pull up to heavy loads repetitively.
- Capacity to lift and carry heavy loads occasionally.
- Capacity to push/pull/drag heavy loads occasionally.
- Capacity for deep squatting (to ground level) on a prolonged and repetitive basis.
- Capacity to work above shoulder height repetitively.
- Capacity to work with both the left and right upper limbs extended constantly.
- Capacity to flex the elbow and repetitively flex /extend the shoulder with one arm between waist and head height (to use pruning saw).
- Excellent grip strength and dexterity required (including repetitive lateral pinch gripping and palmar grasp) ability to fasten clips, tie knots etc.).
- Good general flexibility.
- Capacity for prolonged neck extension.
- Capacities to rotate, flex, extend and laterally flex the neck repetitively.
- Capacities to rotate, flex, extend and laterally flex the lower back repetitively.
- Capacity for prolonged lateral flexion and rotation of spine.
- Capacity to abduct the hips to at least 40 degrees occasionally.
- Capacity to alternate between sitting and standing occasionally.
- Capacity to rotate the wrists elbows and shoulders frequently.
- Capacity to apply force through the upper limbs.

- Capacity to tolerate vibration through the upper limbs repetitively.
- Good to excellent level of fitness required.
- Excellent abdominal strength.

### **Operate and perform maintenance on all associated equipment and other small plant within the Arboriculture unit**

- Perform daily checks on plant and equipment.
- Operate plant and equipment in accordance with safe operating procedures.
- Ensure that plant and equipment is serviced and maintained in accordance with the manufacturer's guidelines and relevant regulations.
- Treat plant and equipment with respect, operate it in the most effective and cost-efficient manner, do not intentionally damage or mistreat.
- Report all defects and possible hazardous machinery.

### **Participate in daily works programs within the Arboriculture unit**

- To ensure parks, gardens, reserves, streetscapes and other designated sites are neat and well presented
- A positive attitude is always presented to, and encouraged in staff
- Work is always carried out:
  - in accordance with the Service Unit's documented quality plan.
  - using safe work practices, and appropriate signing, and
  - wear appropriate Personal Protective Equipment as required.

### **Other duties**

- Promote Council and its activities regularly, proactively and positively.
- Display a punctual, reliable and positive approach to work.
- Continually review and improve work methods associated with this role.
- From time to time the employee may be required to undertake duties in addition to those above, but which fall within the employee's capabilities, experience, skills, competence or training.
- Undertake other duties as directed by the manager or supervisor.
- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.

### **Judgement and decision making**

- Ability to use personal judgment to correctly apply appropriate procedures and techniques.
- Develop competencies that enable you to select tools, equipment and procedures from a range of available alternatives.
- Ability to participate in minor works programs with gardening staff when required.
- Ability to work and coordinate with contractors.
- Ability to assess priorities and plan work within allocated project guidelines.
- Guidance is always available from immediate supervisor or manager.

## **Management skills**

- Ability to set priorities and work within the context of the other team members.
- Ability to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- The ability to use written skills to complete a daily worksheet, accurately identifying each asset worked upon.

## **Interpersonal skills**

- The ability to work flexibly and co-operatively as part of a team.
- The ability to process paperwork and use file systems and reports.
- Display a punctual, reliable and positive approach to work.
- Ability to project a positive image in communicating with both internal and external customers at all times.
- Display and promote a positive image of Council through appearance, attitude and performance of tasks.
- Demonstrated commitment to teamwork, and the ability to contribute as a team member.
- Capacity to exercise tact and diplomacy.
- Respond positively and enthusiastically to assigned tasks.
- Ability to maintain confidentiality of information and advice.
- Be able to discuss and resolve problems amicably.
- Be willing to seek guidance and advice when required.
- Be willing to undertake training relevant to the position.

## **EXPERTISE**

### **Qualifications**

#### **Mandatory**

- Current Victorian driver's license
- Working with Children Check
- Nationally Coordinated Criminal History Check (Fit2Work)

#### **Desirable, but not a mandatory requirement.**

- Medium Rigid Truck License
- Certificate III in Arboriculture or equivalent
- FPICOT2237A Maintain Chainsaws
- FPICOT2239A Trim and cut felled trees
- Elevating OH&S Work Platform Certificate.
- HLTAID003 Provide first aid
- Construction Induction (White) card
- Traffic Control Management certificate

## **Specialist knowledge and skills**

Demonstrated skills in the following are desirable:

- Elevating Work Platform operation
- Chainsaw Operators (Cross cut trim and Basic Felling)
- Use of light and medium mechanical plant
- Rope and Harness tree climbing techniques.
- Demonstrated ability to work as part of a team and provide a consistently high level of service.
- Literacy and numeracy skills to maintain a diary, works records, read instructions and perform calculations for chemical application.
- Understanding of the role and its organisational context including relevant policies and procedures

## **Experience**

- Demonstrated experience in a similar role is desirable.
- Relevant Arboriculture experience and/or qualification is preferred.
- Practical experience in tree care and pruning.
- Demonstrated ability with the use of a range of arboriculture machinery and vehicular plant.
- Demonstrated ability to provide high quality work.

## **HEALTH, SAFETY AND RISK DUTIES AND RESPONSIBILITIES**

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person
- Seek assistance when unsure of how to perform a task
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives
- Regularly inspect your work environment for hazards
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor
- Support the return to work plan for any injured worker when returning to work
- Council Employees do not smoke in any workplace or when engaged in work related activities. Smoking is an issue for both Council and employees as it impacts on both the work and personal life of the smoker and other employees and in some cases the reputation of the Council

## PHYSICAL REQUIREMENTS

Daily work will be performed in an outdoor environment, as such:

- You will be exposed to those conditions normally encountered in an outdoor environment
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood
- You must have the stamina to work long hours, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts
- The work environment may include uneven surfaces and up and down stairs