
Position Description

Arboriculture Leading Hand

Position overview

As Arboriculture Leading Hand you will be responsible for scheduling work programs for the Alpine Shire Tree Crew. You will lead the Tree Crew in day-to-day operations and assist the Tree Crew Team Leader to investigate and respond to customer requests in line with the Tree Management Plan. 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 promote the Alpine Shire Council as a customer-focused organisation whilst developing and implementing sustainable arboriculture practices and services in Open Spaces. You will need to be passionate, multi-skilled and able to consistently deliver operational services at a high standard in a safety-focused environment.

Classification and relationships

Classification:	Band 4 Alpine Shire Council Enterprise Agreement
Reports to:	Team Leader Tree Crew
Supervises:	Tree Crew Team Members

Key duties and responsibilities

Accountability and extent of authority

- Accountable to the Team Leader Tree Crew.
- 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 Team Leader Tree crew or Open Spaces Coordinator.
- Freedom to act is subject to regulations, policies and regular close supervision.

Assist 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 including Customer Service Requests.
- 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.

Continuous improvement

- Identify wasteful, ineffective and inefficient processes, methods, practices and use of resources.
- Recommend and implement improvements.

Administrative and management duties

- Assist Tree Crew Team Leader in scheduling work plans for Tree Crew.
- Ensure that the Tree Crew activities comply with the Tree Management Plan.
- Provide input for scheduled replacement of plant and equipment used by staff.
- Liaise with Open Spaces Team Leaders and Coordinator and other internal/external customers as required on relevant issues.
- Prepare and submit reports and Customer requests, including information for weekly update.

Daily works program

- 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.
- 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.

Operate and perform maintenance on all associated equipment and other small plant within the Open Spaces and Arboriculture department

- 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.

Leadership and people management

- Successfully interact with Council employees and the public.
- Positive approach to furthering own professional development.

Other duties

- 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.
- The employee is required to report the need for maintenance and/or repair of Council assets observed during the course of undertaking normal duties. If the matter can be readily dealt with, rectify on the spot.
- Duties are to be performed under direction and/or supervision of the Tree Crew Team Leader and Open Spaces Coordinator and in accordance with individual work plan, the department business plan, work schedules, maintenance schedules, service standards, manufacturer's specifications and relevant Acts and Regulations, as appropriate.
- Duties undertaken 'on the ground' and outside of the depot will account for approximately 90% of the workload.
- 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

- Decisions are generally made in accordance with documented and established procedures and practices and industry standards.
- Problem solving will require some originality in approach, with solutions to issues coming from previously encountered situations.
- Tasks to be performed will involve selection from a range of techniques, systems, equipment, methods or processes. The employee is required to select the most appropriate option, so as to achieve the best outcome. Personal judgment may be required.

- Guidance and advice is always available from the Tree Crew Team Leader and Open Spaces Coordinator.
- Major, complex, delicate or politically-sensitive issues should be referred to the Open Spaces Coordinator.

Management skills

- Ability to supervise and lead a small arboriculture team to deliver required outcomes.
- Ability to work under pressure and meet competing deadlines.
- Ability, initiative and common sense to schedule and reschedule workload and time constraints of the duties of the position.

Interpersonal skills

- Well-developed oral and written communication skills with customers, other employees and members of the public.
- 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.
- Respond positively and enthusiastically to assigned tasks.
- Be able to gain co-operation and assistance from other employees.
- Be able to develop and maintain good working relationships.
- Be able to discuss and resolve problems amicably.
- Be able to work independently and as part of a team.
- Be able to identify problems, suggest solutions and make improvements.
- Be willing to seek guidance and advice when required.
- Be willing to undertake training relevant to the position.

Expertise

Qualifications

- Driver licence.
- Medium/Heavy Rigid truck licence.
- Certificate III in Arboriculture (or similar related certificate/work experience).
- Diploma Arboriculture (highly desirable).
- Certification and or use of specified vehicles, plant, machinery, equipment and tools required within the arboriculture industry.
- Traffic control Management.
- EWP.
- HLTAID003 Provide first aid.

- FPICOT2237A Maintain Chainsaws.
- FPICOT2239A Trim and cut felled trees.
- Worksafe Construction Induction Card.
- Chemical Users Certificate.
- Working with Children Check.

Specialist skills and knowledge

- Literacy and numeracy skills to maintain a diary, works records, read instructions and perform calculations for chemical application.
- Demonstrated ability to work as part of a team and provide a consistently high level of service.
- Ability and willingness to embrace new/innovative technology, methods, products and processes in the pursuit of continuous improvement.
 - Good knowledge of Workplace Health and Safety practices and responsibilities under the Act. (Desirable)
 - Acceptable knowledge and experience of Arboriculture, Grounds maintenance and horticultural practices and procedures. (Desirable)
 - Demonstrated knowledge of minor plant operations and maintenance requirements. (Desirable)
 - Sound knowledge of relevant horticultural techniques including the operation and maintenance of Councils small plant and equipment including:
 - Chainsaws
 - Hand pruning equipment
 - Climbing harnesses, ropes and associated equipment
 - Hedge trimmers
 - Motorized Pole Saws
 - Leaf blowers and spray equipment
 - Wood chipping machine
 - Elevated work platform
 - Knowledge or ability to understand and the application of chemicals
 - Maintenance and basic repair of all plant and equipment used in the Arboriculture and Open Spaces.
 - Display competencies that will enable on site tree planting, climbing, pruning, tree removal and other associated tree works in accordance with the Australian Amenity Tree Pruning Standards including wire clearance requirements, using certified practices and climbing equipment, as directed by the Tree Crew Team Leader.
 - Display competencies that will enable application of herbicides and pesticides as required.
 - Display sound knowledge that enables you to assist the tree maintenance crew in undertaking tree related tasks that include:
 - Street tree pruning
 - Tree removals
 - Tree planting

- Branch chipping
- Other tasks as required.
- Display sound knowledge that enables to assist in the identification of hazards in your workplace and ensure safe work practices are developed by using the appropriate Hazard identification process.
- Develop competencies that enable you to assist in the development and implementation of Job Safety Analysis (JSA) I Safe work method statement (SWMS) Worksheets for all tasks associated with arboriculture.
- Wear appropriate Personal Protection Equipment (PPE) as required.
- Be responsible for the safety of yourself, team members, the community and other people who visit your work site.
- Report immediately any accidents, near misses and injuries to your supervisor.

Experience

- Experience in current horticultural and arboriculture practices.
- Experience in the use of specified vehicles, plant, machinery, equipment and tools.
- Experience and supervision undertaking typical arboriculture works, either from an EWP or rope/harness
- Demonstrated experience in a similar role.
- Demonstrated high standard of interpersonal skills in dealing with members of the public and colleagues.
- Demonstrated ability to provide high quality work and customer service.

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.

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.
- The work environment may include uneven surfaces and up and down stairs.

Physical attributes

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

- Capacity to stand constantly.
- Capacity to stand on one leg (balance) occasionally.
- Capacity to sit constantly.
- 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.
- Capacity to rotate, flex, extend. And laterally flex the neck repetitively.
- Capacity 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.