



## POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

<b>POSITION TITLE:</b>	<b>TREE PLANTING TEAM MEMBER</b>
<b>WORKPLACE AGREEMENT:</b>	CITY OF SALISBURY AWU AND LGE (ENTERPRISE BARGAINING) AGREEMENT 2022
<b>CLASSIFICATION:</b>	LGE Grade 2/3
<b>DEPARTMENT / DIVISION:</b>	<b>CITY INFRASTRUCTURE / FIELD SERVICES</b>
<b>POLICE CLEARANCE:</b>	NOT REQUIRED
<b>REPORTS TO:</b>	TREE PLANTING LEADING WORKER
<b>DIRECT REPORTS:</b>	NIL
<b>POSITION NUMBER:</b>	000512

<b>POSITION OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>To be a valuable member of the Tree Planting Team in providing effective and efficient tree establishment services that meet service standards.</li> <li>Ensure services are delivered to standards and playground equipment/structures are maintained in a safe condition.</li> <li>Operation of plant and equipment used in association with duties undertaken in an efficient, safe and effective manner.</li> <li>To effectively be part of the team through following direction, working collaboratively &amp; efficiently, accurate record keeping, and application of Council's policies and procedures.</li> </ul>
<b>VALUES AND BEHAVIOURS:</b>	<p>These Values empower us to <b>REACH</b> towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p><b>Respectful</b></p> <ul style="list-style-type: none"> <li>Create a sense of belonging &amp; pride in the Salisbury community</li> <li>Respect individual differences</li> </ul>

	<ul style="list-style-type: none"> <li>• Speak up when you don't feel respected, or are not being treated respectfully</li> <li>• Look after the wellbeing of our community, ourselves and those around us</li> </ul> <p><b>Accountable</b></p> <ul style="list-style-type: none"> <li>• Take personal ownership and follow through</li> <li>• Deliver on what we say we will do</li> <li>• Believe that the Community comes first</li> <li>• Speak up when it is important</li> </ul> <p><b>Collaborative</b></p> <ul style="list-style-type: none"> <li>• Work together, committed to a common purpose</li> <li>• Openly share information</li> <li>• Find ways to connect people for better outcomes</li> </ul> <p><b>Helpful</b></p> <ul style="list-style-type: none"> <li>• Listen and focus on what we can do</li> <li>• Create new futures and look for opportunities</li> <li>• Make a positive difference</li> </ul>
<p><b>KEY RESPONSIBILITIES:</b></p>	<ul style="list-style-type: none"> <li>• Follow direction from the Leading Worker relating to all facets of implementing the tree establishment program.</li> <li>• Complete work programs to standard in the most cost effective and safe manner possible.</li> <li>• Liaise with external contractors where necessary to ensure operations are undertaken to specified standards.</li> <li>• Assist in coordinating and scheduling the day to day work activities of the tree planting team, which could include arranging pre-planting works, liaising with nurseries and collecting plants, arranging resources and materials, tree planting set outs, locating services, tree planting, establishing watering schedules, tree watering, other works in accordance with long term work programs.</li> <li>• Utilization of hand tools and all safety equipment when working with equipment, machinery or materials.</li> <li>• Maintain equipment in a clean, safe and serviceable condition in accordance with the recommended operating practices.</li> <li>• Encourage and support industrious, harmonious and team-oriented activity</li> <li>• Ensure correct accounting for labour, equipment and materials by maintaining accurate up-to-date records as required by management (i.e., timesheets, weekly work sheets, daily job sheets, etc.). This may include the use of computer technology to record and access information.</li> <li>• Undertake operational duties as required that may include operation of other plant or equipment where suitably licensed and experienced.</li> <li>• Erection of temporary signage in accordance with the Work Zone Traffic Management Australian Standards.</li> <li>• Other duties as required from time to time, as per direction.</li> </ul> <p><b>Human Resources / Team Work</b></p> <ul style="list-style-type: none"> <li>• Encourage and support industrious, harmonious and team oriented work groups.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist in the identification of training needs.</li> <li>• Assist in coaching and training staff, including apprentices, trainees and casuals, to develop work skills and increase efficiency.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Maintain a daily record of all work tasks and materials used.</li> <li>• Ensure correct accounting for labour, equipment and materials by maintaining accurate up-to-date records as required by management including time sheets weekly work sheets, traffic control management records, documentation recording variations from original plans and specifications and so forth.</li> <li>• Ensure equipment and materials required are procured from the store or external suppliers in accordance with council's purchasing policy and limits of delegation.</li> </ul> <p><b>Continuous improvement</b></p> <ul style="list-style-type: none"> <li>• Support and encourage continuous improvement in work practices.</li> <li>• Evaluate work methods and make suggestion to improve process and or practices.</li> <li>• Customer Service.</li> <li>• Ensure Corporate Customer Service Charter expectations are met.</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Ensure communication with staff and customers is at all time clear and courteous.</li> </ul>
<p><b>WHS RESPONSIBILITIES:</b></p>	<ul style="list-style-type: none"> <li>• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions.</li> <li>• Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above.</li> <li>• Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting.</li> <li>• Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews.</li> <li>• Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy.</li> <li>• Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).</li> </ul>
<p><b>GENERAL RESPONSIBILITIES:</b></p>	<ul style="list-style-type: none"> <li>• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time.</li> <li>• To manage all Corporate Records in accordance with required procedures.</li> <li>• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.</li> </ul>

<b>COMPETENCIES:</b>	<ul style="list-style-type: none"> <li>To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing</li> </ul>
<b>ESSENTIAL SELECTION CRITERIA:</b>	<ul style="list-style-type: none"> <li>Truck Licence – Minimum MR</li> <li>Competency in pruning techniques and general horticultural practices and related tasks.</li> <li>Detailed knowledge of both indigenous and exotic tree and shrub species.</li> <li>Knowledge of safe work practices</li> <li>Good interpersonal and customer service skills</li> <li>Good level of literacy and numeracy</li> <li>Ability to use technology to receive and create jobs</li> <li></li> </ul>
<b>DESIRABLE SELECTION CRITERIA:</b>	<ul style="list-style-type: none"> <li>Trade qualifications in (Certificate III or equivalent) in Horticulture or Arboriculture</li> <li>Operation of Skid Steer Loader &amp; Auger</li> <li>Work Zone Traffic Management Certificate.</li> </ul>
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>Some work after hours may be required</li> </ul>
<b>EXTENT OF AUTHORITY:</b>	<ul style="list-style-type: none"> <li>Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.</li> </ul>

<b>AGREEMENT:</b>		
<b>POSITION INCUMBENT NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>