



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.

POSITION TITLE:	TREE SERVICES WORKER
WORKPLACE AGREEMENT:	CITY OF SALISBURY AWU AND LGE ENTERPRISE BARGAINING AGREEMENT NO.11 – 2018 (as amended or replaced)
CLASSIFICATION:	LGE Grade 3 – (6 month contract)
DEPARTMENT / DIVISION:	CITY INFRASTRUCTURE/FIELD SERVICES
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	TREE SERVICES LEADING WORKER
DIRECT REPORTS:	NIL
POSITION NUMBER:	000513

POSITION OBJECTIVES:	<ul style="list-style-type: none"> • This position undertakes duties in the support of Council’s general maintenance and tree services operations. • The duties include a range of tree maintenance functions including; tree pruning, tree removal, screen maintenance, formative tree maintenance, branch collection, severe storm event maintenance and other Field Services maintenance duties required to maintain Council’s assets to required standards. • The duties involved in this role maybe varied to meet seasonal demands. • All tasks will be undertaken with the efficient, safe and effective operation of plant and equipment used in association with those duties.
VALUES AND BEHAVIOURS:	<p>These Values empower us to ReACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p>Respectful</p> <ul style="list-style-type: none"> • Create a sense of belonging & pride in the Salisbury community • Respect individual differences • Speak up when you don’t feel respected, or are not being

	<p>treated respectfully</p> <ul style="list-style-type: none"> • Look after the wellbeing of our community, ourselves and those around us <p>Accountable</p> <ul style="list-style-type: none"> • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important <p>Collaborative</p> <ul style="list-style-type: none"> • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes <p>Helpful</p> <ul style="list-style-type: none"> • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
<p>KEY RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • General Field Service maintenance duties including tree pruning, root pruning, tree removal, screen maintenance, formative tree maintenance, branch collection & severe storm event maintenance in a manner that provides a safe environment for the community • Appropriate competencies / licenses are required for: <ul style="list-style-type: none"> ○ Utilization of Truck MR ○ Utilization of brushwood chippers ○ Utilization of Elevated Work Platforms (EWP) ○ Utilization of chainsaw and all safety equipment when working with machinery or materials • Maintain equipment in a clean, safe and serviceable condition in accordance with the recommended operating procedures • Utilisation of hand tools and all safety equipment when working with equipment, machinery or materials • Undertake duties that may include other plant and equipment where suitably licensed and experienced • Placement of temporary signage in accordance with the Work Zone Traffic Management Australian Standards • Work under the supervision of the Leading Worker & Coordinator • Ensure work undertaken meets quality standards • Work to programs and guidelines • Undertake operational duties in efficient manner • Accurate record keeping utilising digital technology in the field • Contributes positively to teamwork • Actively and constructively participates in continuous improvement, toolbox and team meetings • Other duties as required from time to time, as per direction
<p>WHS RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions.

	<ul style="list-style-type: none"> • 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. • 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. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • 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. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	<ul style="list-style-type: none"> • 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. • To manage all Corporate Records in accordance with required procedures.
COMPETENCIES:	<ul style="list-style-type: none"> • To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	<ul style="list-style-type: none"> • Truck Licence – minimum MR • Trade qualifications Certificate III or equivalent in Horticulture with experience in Arboriculture • Chainsaw Operation AHCMOM213 • Use of brushwood chippers • Use of EWP (High Risk Licence) • Good interpersonal and customer service skills • Good level of literacy and numeracy • Good communication skills, both written and verbal • Knowledge of safe work practices • Work Zone Traffic Management Certificate.
DESIRABLE SELECTION CRITERIA:	<ul style="list-style-type: none"> • Competency in Park Maintenance and related tasks. • Competency in Vegetation Management. • Competency in Plant Identification.
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • After hours work may be required.
EXTENT OF AUTHORITY:	<ul style="list-style-type: none"> • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

POSITION INCUMBENT NAME:	SIGNATURE:	DATE: