

Supervisor Arborist

POSITION DESCRIPTION



Position Number:	2817
Department:	Community Services
Section:	Parks
Unit:	Parks Operations
Position Status:	Permanent Full Time
Classification:	Level 5 – Rockhampton Regional Council Certified Agreement 2012 – Internal Employees
Reports To:	Coordinator Parks Operations
Revised:	August 2018

General Position Statement

This position supports Council's direction by coordinating all aspects of Rockhampton's urban forest from day to day and medium term operations through to long term strategic and holistic management of all tree assets.

The incumbent shall deliver professional technical expertise and strategic guidance with a focus on best practice urban forest management. The role will develop and maintain good working relationships with Council staff, Councillors and the public.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Promote the health and longevity of Rockhampton's urban forest.
- Coordinate and supervise the day to day operations of the region's parks and open space tree maintenance team, and build a high performing team that is results orientated through mentorship, direction and guidance.
- Ensure the efficient and effective deployment of tree service resources to maintain a healthy urban forest to industry best practice.
- Lead the implementation of continuous improvement of tree management and tree planting policies and practices in keeping with Council's strategic intent, Australian Standards, asset and risk management obligations.
- Coordinate the development and operation of a tree inventory database for Rockhampton's urban forest.
- Provide specialised arboricultural advice and high level written and verbal reports on Council tree matters to internal and external stakeholders including councillors, senior management, technical and outdoor staff.

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- Prepare condition and risk assessments, evaluation of tree failure, tree biomechanics, pests and disease, tree identification, site assessment and public perceived concerns over tree issues on a scheduled basis and in response to reactive and emergency situations.
- Investigate tree related incidents of a more complex nature and provide condition assessments, condition ratings, history on prior works or incidents and implement immediate safety measures for identified hazards and risks.
- Plan, coordinate, monitor and deliver various capital projects for the Region's urban forest, including the work of contractors and other consultants in line with the strategic objectives of Council.
- Coordinate the development, implementation and review of unit specific procedural manuals and ensure compliance with Council Policies, procedures and unit specific procedural manuals.
- Coordinate the planning of the region's street, parks and open space trees, balancing preservation and risk management, in line with strategic objectives and values of Rockhampton Regional Council.
- Prepare budgets, quotations for works and monitor operational and capital costs.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Demonstrated significant experience in the fields of arboriculture and tree maintenance practices, heavy machinery operations, irrigation and horticultural practices.
- High level knowledge of contract management and tender development, administration and monitoring.
- Ability to supervise, lead and motivate a team.
- Comprehensive knowledge and application of Australian Standards 4373-2007 Pruning of amenity trees.
- Demonstrated experience in scoping, delivering and monitoring tree planting projects.
- High level communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
- Sound knowledge and understanding of Council Departments, policies, procedures and legislation requirements.
- Demonstrated ability to manage planning and delivery of workloads and projects in order to achieve high quality results within agreed timeframes across multiple work sites.
- Demonstrated ability in conflict resolution and negotiations.
- Proficient in report writing and demonstrated ability to produce logical, plain-English, and professional written communication.
- Ability to effectively operate Council's computer systems including Pathway, Finance One, Geocortex and the MS Office Suite.
- Ability to effectively operate mobile devices and applications.

Qualifications

- Diploma qualification in Arboriculture or related discipline and/or substantial experience relevant to the position.
- Construction Industry Induction (White Card).

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Desirable Qualifications and Experience

- Traffic Management Implementation (formerly referred to as Level 2 Traffic Management).

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council’s Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council.

Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to legally operate a motor vehicle under a “C” Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised against Hepatitis A&B, Tetanus and Lyssavirus.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council’s Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Present Incumbent:	
Signature:	
Date:	