

# ARBORICULTURE TRADESPERSON

## POSITION DESCRIPTION

<b>Position Title:</b>	Arboriculture Tradesperson
<b>Responsible To:</b>	Arboriculture Leading Hand
<b>Council Portfolio:</b>	City Shaping
<b>Council Program:</b>	City Operations
<b>Classification Level:</b>	CSE Grade 7

### Overview of Portfolio

The City Shaping Portfolio leverages and celebrates our role as a Capital City Council and delivers the services that protect our heritage, Park Lands and urban environment and demonstrates our environment leadership now and into the future.

### Overview of Program

The City Operations Program ensures our City's assets, including streets, parks and other public spaces are attractive, clean, well-presented and maintained so we all have a city to enjoy and be proud of.

### Key Relationships / Interactions

<b>Internal</b>	Employees across the City Operations Program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
<b>External</b>	General Public Community and stakeholder groups relevant to specific initiatives Local, State and Federal Government departments Non-government organisations Contracted service providers and suppliers Contractors performing works in area of responsibility Volunteers Park Lands licensees

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<p><b>Primary Purpose</b></p>	<p>As part of the Arboriculture team, the Arboriculture Tradesperson will:</p> <ul style="list-style-type: none"> <li>• Support the delivery of the Teams Business Plan.</li> <li>• Assist in the development and maintenance of trees located throughout the city and Park Lands. Deliver quality Arboriculture work in line with the Australian and Corporation’s Tree pruning Standards.</li> </ul>
<p><b>Responsibilities</b></p>	<p>The Arboriculture Tradesperson is responsible for:</p> <ul style="list-style-type: none"> <li>• Providing support and advice to Corporation staff regarding areas of expertise</li> <li>• Maintaining current Arboriculture standards in areas under their control</li> <li>• Participating in the development and implementation of strategies to improve productivity and staff morale</li> <li>• Assisting in the delivery of Maintenance and Capital projects.</li> <li>• Effective and accurate time management and recording.</li> </ul> <p>Liaising with Corporation staff regarding relevant Arboriculture maintenance issues.</p> <ul style="list-style-type: none"> <li>• Delivering excellent customer service in line with current Corporation standards.</li> <li>• Participating in effective communication with management, face to face and also using the Corporations internal computer network</li> </ul>

**Responsibilities for all employees:**

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

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## Position Criteria

<b>Qualifications</b>	<p>Certificate III in Arboriculture.</p> <p>WP high risk licence (elevated work platform above 11 m).</p> <p>MR truck licence (minimum) (HR desirable).</p> <p>Chainsaw ticket.</p>	<b>Essential</b>
<b>People Management</b>	<p>Knowledge of employee and employer responsibilities under the Work, Health, Safety Act and regulations.</p>	<b>Essential</b>
<b>Financial Skills &amp; Acumen</b>	<p>Knowledge of purchasing &amp; procurement functions in a related environment.</p>	<b>Desirable</b>
<b>Technical Knowledge &amp; Experience</b>	<p>Clear understanding of Australian Standard 4973 – <i>Pruning Amenity of Trees</i>. Demonstrated experience in the operations of all aspects of Arboriculture ensuring best practice is achieved.</p> <p>Ability to identify and investigate issues and propose solutions within the area of responsibility.</p> <p>Ability to anticipate problems, analyse situations and exercise sound judgment and initiative to develop practical strategies and procedures to resolve issues with limited direction within area of responsibility.</p>	<b>Essential</b>
<b>Innovation &amp; Initiative</b>	<p>Self-motivated, results oriented and able to initiate actions to ensure objectives are achieved.</p>	<b>Essential</b>
<b>Resource Management &amp; Decision Making</b>	<p>Ability to manage day to day activities and prioritise work programs and required plant.</p>	<b>Desirable</b>
<b>Professional Development</b>	<p>A commitment to ongoing professional development and continuous learning.</p>	<b>Essential</b>
<b>Customer Commitment &amp; Integrity</b>	<p>Excellent customer service skills, including the ability to effectively liaise and engage with members of the public and community groups.</p> <p>Demonstrated high level skills in dealing confidently and courteously with internal and external stakeholders.</p>	<b>Essential</b>
<b>Collaboration &amp; Communication</b>	<p>Capacity to work independently with minimal direction and collaboratively in a team environment.</p>	<b>Essential</b>
<b>Administrative Skills</b>	<p>Effective written and verbal communication skills. Experience operating computers and the use of relevant Corporation software.</p>	<b>Essential</b>
<b>Government Experience</b>	<p>Experience working in a government environment.</p>	<b>Desirable</b>

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## Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	<p><b>Achievement</b></p> <ul style="list-style-type: none"> <li>• Deliver what matters</li> <li>• Ensure clarity of direction and unity of purpose</li> <li>• Inspire excellence and strive for outstanding results</li> </ul>
	<p><b>Collaboration</b></p> <ul style="list-style-type: none"> <li>• Work together to build successful teams and partnerships</li> <li>• Be open, inclusive, and share knowledge</li> <li>• Seek, provide, and act on feedback</li> </ul>
	<p><b>Customer Commitment</b></p> <ul style="list-style-type: none"> <li>• Know your customers and put them first</li> <li>• Listen to and understand customer needs</li> <li>• Be responsive, close the loop and deliver on promises</li> </ul>
	<p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>• Own your actions, successes and mistakes</li> <li>• Act with transparency, honesty, and respect</li> <li>• Do what you say you will do</li> </ul>
	<p><b>Innovation</b></p> <ul style="list-style-type: none"> <li>• Look for ways to improve and create positive change</li> <li>• Think broadly and take a wider viewpoint</li> <li>• Be responsive to new ideas and opportunities</li> </ul>

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## Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

## Physical Demands

<b>Role</b>	<b>Arboriculture Tradesperson</b>
<b>Work Area</b>	<b>Arboriculture</b>
<b>Physical Demand Rating</b>	<b>Medium Work</b>

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting	✓			Driving vehicles, tree watering	<b>Critical Range of Motion:</b> Shoulder to 180° flexion. <b>Lift Capacity:</b> Up to 20kg. <b>Push / Pull Force:</b> Moderate to Heavy force. <b>Shift Duration:</b> Various times. <b>Environmental Factors:</b> Outdoors. Operating machinery. <b>Task Rotation:</b> Can change posture regularly. Can be sitting for extended periods when operating a mower. <b>PPE:</b> Steel cap boots, hearing and eye protection. High visibility clothing and gloves as needed. Specific equipment required when using cutting equipment, e.g. chaps, face shield, hard hat.
Standing		✓		Varying periods, variable terrain	
Walking		✓		Various terrain, grass & unsealed surfaces	
Climbing	✓			On / off vehicles, in / out EWP	
Push / Pull	✓			Using gardening equipment and tools	
Squatting	✓			Accessing ground level, planting / cutting	
Gripping			✓	Power tools, cutting equipment	
Forward Reach		✓		Using cutting equipment and tools	
Lift	✓			Up to 20kg logs, chainsaw up to 13kg	
Carry	✓			Up to 20kg short distances	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%)

The work role includes operating various horticulture equipment and machinery, including cutting equipment (chainsaw, pole saw), lifting and dragging branches, working from an EWP, operating a mulcher, driving vehicles, using a petrol blower and other equipment.

The work involves at times:

Sustained postures, i.e. standing, reaching above shoulder height

Sustained gripping and using power tools and equipment

Moderate to high push / pull force

Sustained neck posture and repetitive movements

Manual Handling Functional Capacity:

- Lifting, carrying and dragging branches and debris
- Holding and carrying equipment (e.g. large chainsaw)
- Kneeling, squatting, reaching above shoulder height

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Physical Work Demands include (but are not limited to):

- Chainsaw and Polesaw (Medium Work)
- Chipper use (Medium Work)
- EWP Use (Medium Work), Spotter (Very Light Work)
- Stump removal (Medium Work)
- Traffic Management (Medium Work)
- Leaf Blower / Raking (Light Work)
- Tree Planting / Preparation (Medium Work)

**\*This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the MySafety Team (OSCAR).**

## Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**\*\* Electronic Offer\*\*** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.