

Position Description

Position Title:	Arborist
Reports To:	Team Leader – Arboriculture and Environment
Responsible For:	N/A
Group and Team:	Community Spaces and Places – Parks and Recreation – Parks Operations
Children's Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To undertake all operations as outlined in the maintenance programme, including tree maintenance, planting, pruning, felling, transplanting and maintaining the health of trees and shrubs to ensure trees within parks, reserves and other public spaces are healthy, safe and well maintained. Deliver arboricultural services safely, efficiently, and to a high standard, in accordance with Council requirements, legislative obligations, and industry best practice.

Key Relationships

External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

Our Compass Values and Behaviours

Responsibility

Take ownership of decisions and outcomes, both collectively and individually.

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

Respect

Everyone is important, as are their views.

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

Above and Beyond

Take opportunities to go the extra mile.

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

Positivity

Always look on the bright side of life.

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

What You Will Do *(provided as a guide only)*

Tree and Park Maintenance

- Undertake all aspects of tree maintenance including pruning, shaping and tree care, tree removals and tree reductions, transplanting for both internal and external clients.
- Ensure no damage to persons or property occurs during the course of work.
- Provide informative advice to user groups and organisations as requested on the most desired course of action to promote future tree health.
- Attend wind, storm, or other emergency work outside of normal working hours, when required.
- Assist with the delivery of the Request for Service by undertaking and responding to requests promptly.
- Ensure all arboriculture services are provided to a high standard and meet all training standard guidelines.

Machinery, Tools and Equipment

- Operate arboriculture tools and equipment in an efficient and safe manner, as instructed and following all relevant safety procedures.
- Ensure any required tool and equipment maintenance is carried out in accordance with the agreed maintenance schedule so as to ensure efficient and economic operation.
- Promptly report any damage to tools and equipment ensuring repairs are undertaken quickly to guarantee minimal loss of productivity.

Public Relations

- Promote excellent public relations with suppliers and contractors.
- Liaise with members of the public in a friendly and professional manner, providing information and responding to enquiries as needed.

Health and Safety

- Ensure best practice health, safety, and environmental practices by actively promoting and participating in health and safety activities to ensure a safe and healthy environment for all employees, contractors and visitors to ICC worksites and offices.
- Fulfil their obligations under the Health and Safety at Work Act 2015 by complying with the company's health and safety policies and procedures.
- Take reasonable care to look after their own health and safety, fitness for work, and the health and safety of others.
- Ensure that no action or inaction on their part results in injury or illness to either themselves or to others.
- Ensure that all workers within their work area are familiar with, and complying with health and safety requirements.
- Identify and notify all hazards. Report all accidents, incidents, near misses and hazards to their manager, or another person in charge immediately.
- Attend and actively participate in health and safety discussions and training.
- Effectively use personal protective equipment and clothing supplied for all work that requires it.

Note: Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.

What You Will Bring

The below qualities, knowledge and skills are the key focus for this position and are used to assess an applicant's suitability for the role and the incumbent's performance in the position.

Education and Qualifications

Essential:

Level 3 New Zealand Certificate in Horticulture Services (Arboriculture), or equivalent experience

Current full NZ Drivers Licence - Class 1 and 2

Desirable:

Level 1, Basic Traffic Controller or Level 1, Site Traffic Management Supervisor

Current First Aid Certificate

Heavy Traffic Licence

Knowledge, Skills and Experience

Essential:

2 - 3 years demonstrated experience in the arboriculture industry

Knowledge of the principles, practices, and techniques of arboriculture and tree maintenance, including species identification, pruning, trimming, removal, planting, and caring for trees

Demonstrated experience climbing and working safely at heights in trees

Experience in the use and maintenance of hand and power tools, and machinery

Ability to prioritise and meet deadlines

Able to work independently and as part of a team

Sound time management and organisation skills

Excellent verbal communication skills

Strong physical fitness and ability to work outdoors in various weather conditions

Knowledge of safe work methods and the ability to follow the highest standards of workplace safety and relevant regulations pertaining to the work

Ability to establish and maintain effective working relationships with management, staff, the public and others encountered in the course of work

Desirable:

Ability to identify insects, parasites and plant diseases which attack trees and the insecticides and other materials or methods used in their prevention and eradication

Experience in program schedule implementation, including planning, scheduling program execution, reporting and control

Experience with Microsoft Office Word, Excel and databases

Agreement

Employee

Name

Sign

Date

Manager

Name

Sign

Date

Note: From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

What We All Do

Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.
Acknowledge problems and complaints, identifying and promptly acting on solutions.

Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

Health, Safety and Well-being

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.