Position Description

Position Title:	**Apprentice 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 develop the skills and knowledge in arboriculture through a combination of practical and theory-based training, focusing on the techniques and reasoning behind tree care and maintenance, including tree planting, pruning, felling, transplanting, and maintaining the health of trees and shrubs.

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.

Document Set ID: 3891288
Version: 21, Version Date: 19/01/2026

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

Training and Education

- Actively participate in all on-the-job training and off-site learning as required by the apprenticeship programme.
- Successfully complete all study components and assessments in line with the requirements and timeframes of the apprenticeship qualification.
- Maintain regular communication with your training provider, manager, and mentor to support progress and address any challenges.
- Apply knowledge and skills gained through study to practical tasks in the workplace.
- Take responsibility for your own learning and development by being organised, prepared, and engaged throughout the duration of the apprenticeship.

Tree and Park Maintenance

- Assist with 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.
- Attend wind, storm, or other emergency work outside of normal working hours, when required.
- Assist the team with the delivery of Requests 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 all machinery, tools, and equipment in a safe, efficient, and responsible manner, as instructed and in line with all relevant safety procedures.
- Ensure all plant and equipment are kept clean, tidy, and well-presented to maintain a professional standard.
- Following the correct internal process, promptly report any faults, damage, or safety concerns to ensure timely resolution and minimal loss of productivity.
- Ensure the safe operation of all plant and equipment by using only well-maintained and compliant equipment, and notifying Team Leaders of any issues impacting operational safety or performance.

Public Relations

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

Health and Safety

- Promote and uphold best practice health, safety, and environmental standards by actively engaging in initiatives that ensure a safe and healthy environment for all employees, contractors, and visitors at ICC sites and offices.
- Comply with the Health and Safety at Work Act 2015 and adhere to all ICC health and safety policies and procedures.
- Ensure all workers within your area of responsibility are aware of, and comply with, relevant health and safety requirements.
- Take reasonable care of your own health, safety, and fitness for work, while ensuring your actions do not put others at risk.
- Avoid any actions or omissions that could cause harm or illness to yourself or others.
- Promptly identify and report hazards, incidents, accidents, and near misses to management.
- Actively participate in health and safety meetings, discussions, and training sessions.

Document Set ID: 3891288
Version: 21, Version Date: 19/01/2026

- Correctly use all required personal protective equipment (PPE) and clothing provided for designated tasks.

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 role and are used to assess an applicant's suitability for the role and the incumbent's performance in the role.

Education and Qualifications

Essential:
NCEA Level 1 or equivalent
Current NZ Drivers Licence – minimum of at least restricted

Desirable:
Current full NZ Drivers Licence - Class 1 and 2

Knowledge, Skills and Experience

Essential:
Interest in developing a career in arboriculture and willingness to undertake formal training or apprenticeships
Be able to work from heights
Ability to follow instructions accurately and work under the supervision of qualified arborists
Strong physical fitness and ability to work outdoors in various weather conditions
Sound time management and organisation skills
Excellent verbal communication skills
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
Basic problem-solving skills and awareness of potential hazards in a tree work environment
Effective communication skills for working with team members and the public
Ability to work as part of a team and contribute to a positive, safe work environment

Desirable:
Knowledge of the principles, practices, and techniques of arboriculture and tree maintenance, including species identification, pruning, trimming, removal, planting, and caring for trees
Experience climbing and working safely at heights in trees
Experience in the use and maintenance of hand and power tools, and machinery
Some experience in gardening, landscaping, or tree work
Experience in outdoor work or physically demanding roles
Awareness of arboriculture practices such as planting, pruning, and tree maintenance
Understanding of occupational health and safety principles and safe work practices in outdoor and physically demanding environments

Document Set ID: 3891288
Version: 21, Version Date: 19/01/2026

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.

Document Set ID: 3891288
Version: 21, Version Date: 19/01/2026