

POSITION DESCRIPTION

Position Title Tree Officer Parks and Reserves	HR 5130 Position Level Level 5/6 – City of Bunbury Employees 2022 Enterprise Agreement	Reports to Coordinator Parks and Reserves
Role of position This role involves planning and supervising the City’s operational tree works, ensuring effective and efficient maintenance and management of contracted tree works in streetscapes and parks. Liaising with the Coordinator Parks and Reserves and external contractors, this role will ensure the maintenance projects and programs are managed within a best practice framework and achieves the goals and objectives of the City’s greening plan.		
Accountabilities <ul style="list-style-type: none"> • Develop, supervise, implement and monitor works schedules related to the annual street tree pruning program • Project manage the City’s annual tree planting and supervise the watering program • Undertake contract management responsibilities for the operational contracts related to arboriculture services • Program and oversee the delivery of actions identified in the City’s Greening Plan • Monitor and control budget spends for tree works and expenditure of contract budgeted funds • Undertake asset management of trees throughout the City, including the audit and inspections, data management and condition assessment, ensuring accurate records are kept • Investigate and respond to complaints/enquiries regarding City trees • Assist with tender specifications and evaluations of tree works contracts and supervise contract administration • Ensure all work is undertaken to a high standard in accordance with the City’s strategies, plans, procedures, budget and relevant legislation • Administer the requisitioning and receipting of goods and services in accordance with the City’s purchasing processes • Performs other reasonable duties as requested within the scope of the position and in accordance with skills, knowledge and experience 	Internal Relationships <ul style="list-style-type: none"> • All City of Bunbury employees External Relationships <ul style="list-style-type: none"> • Local Government Agencies • Community • Contractors and Consultants Financial Accountabilities and Delegations <ul style="list-style-type: none"> • Acts within established practices. Desirable Experience <ul style="list-style-type: none"> • Diploma Arboriculture or appropriate extensive in-house training or equivalent • Possession of basic worksite traffic management, safety awareness training • Previous local government experience • Possession of an MR or HR Class Drivers Licence • Experience in project delivery 	
Essential Criteria <ul style="list-style-type: none"> • Certificate III Arboriculture and a minimum of two (2) years relevant industry experience • Experience in Quantified Tree Risk Assessment (QTRA) or Tree Risk Assessment Qualification (TRAQ) and tree valuation methods • Considerable experience in tree management and supervising commercial tree works • Demonstrated experience in tender, contract delivery, management and procurement procedures • Demonstrated knowledge of tree stock supply, industry standards and contemporary tree management practices • Well-developed problem solving, conflict resolution, consultation and negotiation skills • Highly developed computer literacy with Microsoft office suite of programs • Possession of a C or CA Class Drivers Licence • General knowledge of Equal Employment Opportunity and Diversity Acts. 		

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Mission Statement

Welcoming and Full of Opportunities

Values

Employees at the City of Bunbury observe the following Values in their day to day activities:

We are Community

- We are **one team**
- We keep each other **safe**
- We display **empathy and respect**
- We have **fun** and **celebrate** our successes
- We work together to **achieve** great outcomes

We are Open

- We are **open to opportunities**
- We **actively listen** and think things through
- We are **inclusive** and treat everyone **equally**
- We are **honest** and open in our **communications**
- We are open to feedback to **improve** our performance

We are Brave

- We **lead the change, we own it!**
- We **trust** and **empower** each other
- We have the **difficult conversations early**
- We hold ourselves to the **highest standard**
- We have the **courage** to improve and **simplify**

#WEARECOB

Misconduct

City of Bunbury employees are required to comply with our Code of Conduct and refrain from behaviour that is deemed misconduct.

Employees must:

- Apply accountable and ethical decision making principles within the work environment.
- Behave in accordance with legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct.
- Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003.
- Report any information about actual or potentially fraudulent, corruption or illegal activities, including breaches of the City's Code of Conduct, to your Manager, Director or CEO.

Risk Management

- Understand and adhere to the Risk Management Policy, Corporate Guidelines and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.
- Apply sound operational risk management practices within the work environment.

Customer Service

- Foster, advocate and implement the City's Customer Service Charter.
- Aim to exceed customer expectations.
- Strive for an element of consistency from one service transaction to the next.
- Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.
- Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.

Work Health and Safety

Managers/Supervisors must:

- Ensure adherence to WHS policies and procedures.
- Consult and cooperate with workers and WHS representatives on WHS issues.
- Ensure that workers are equipped with the information, instruction, training, and supervision that they need to work safely.
- Identify, assess, and control hazards within their area of responsibility by applying the hierarchy of controls.
- Encourage early reporting of incidents, gather initial information to assist investigations and forward to WHS Team immediately.
- Ensure that workers are aware of, and abide by, all relevant health and safety procedures, particularly those relating to the operation of plant and equipment.
- Develop Safe Work Procedures as required in consultation with the workers and ensure adherence to procedures.
- Provide PPE as required and ensure workers are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained.
- Maintain relevant knowledge of WHS issues.
- Act as a role model by demonstrating safe work behaviours.

Workers must:

- Take reasonable care to ensure their own health and safety and that of others who may be affected by their acts or omissions, as defined in WHS legislation.
- Participate in the development of a healthy and safe workplace.
- Comply with any reasonable instructions given for their own health and safety and that of others, to comply with legislation and local policies and procedures.
- Cooperate with management in its fulfilment of its legislative obligations.
- Report any injury, illness, hazard or near miss immediately, where practical to their supervisor.
- Familiarise themselves with the work health and safety policies and procedures
- Not wilfully or recklessly interfere with safety equipment.

Accountable and Ethical Decision Making

- Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained.
- Act fairly and justly, abiding by principles of due process and natural justice.
- Be accountable and transparent.
- Do your job effectively and as efficiently as possible.
- Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct.
- Declare any potential conflicts of interest.

Signature:

Date: