

Position Description



POSITION TITLE:	Arborist
POSITION NO:	1083
DIRECTORATE:	Infrastructure Services
DEPARTMENT:	Operations and Maintenance
SECTION:	Urban Forest
CLASSIFICATION:	Band 4
LOCATION:	Operations Centre, 95 Sunshine Road, West Footscray
DATE:	June 2025

ORGANISATIONAL RELATIONSHIPS

Reports to:	Team Leader Urban Forest
Supervises:	Apprentices, Assistant Arborists, Work Experience Students, Volunteers (community planting events)
Internal Liaisons:	Manager Operations and Maintenance, Coordinator Urban Forest and all Council employees.
External Liaisons:	Residents, community groups, contractors, Department of Transport and Planning, electricity distributors and vendors, other councils and emergency services authorities and members of the public and residents.

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

PRIMARY OBJECTIVES OF POSITION:

Delivery of quality arboricultural services within the municipality in accordance with work plans and specified standards.

Respond to customer requests and other tree related maintenance activities, including electric line clearance in accordance with Council's Electric Line Clearance Management Plan and Council's Road Management Plan.

DUTIES AND RESPONSIBILITIES

Undertake arboriculture tasks and programs to Council's standards, policies and in accordance to various management plans.

Contribute to the maintenance and improvement of Council's Urban Forest in accordance with established contemporary arboriculture maintenance and tree development work practices and procedures.

Provide support to the Team Leader Urban Forest by taking responsibility for a diverse range of tasks as instructed to meet specified quality standards and agreed productivity outcomes.

Provide professional, efficient, friendly and timely customer service to internal and external customers.

Complete customer requests allocated through Council's Customer Request System (Salesforce).

Ensure all work is carried out with minimum of inconvenience and disruption to the public.

Complete daily pre-start checks and defect reports in accordance with Fleet Maintenance procedures.

Undertake regular maintenance of all equipment and tools. In particular, ensure chainsaws and other specialised arboriculture equipment are properly maintained and fit for purpose.

Provide information and reports to the Team Leader and/or Coordinator of observed situations requiring maintenance attention.

Responsible for safely operating Council plant and equipment which include, but is not limited to, manual and mechanical cutting tools, elevated work platform (EWP), trucks, chipping machinery and associated equipment.

Implement traffic management plans, Job Safety Action (JSA's) plans and strictly adhere to safe work procedures for all operational activities.

Prepare reports, send and manage emails, input and manage data in spreadsheets and input and manage data in geospatial software.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve their own safety and the safety of those around them while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.
- We are a child safe organisation and are committed to child safety and supporting the best interests of children in all our operations.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- The delivery of quality and timely maintenance and improvement arboricultural works to meet Department work plans, all undertaken within established practices and methods.
- Accountable for the effective and efficient performance of key responsibilities listed above, maintaining and improving standards of work within the scope of the role.

- Assist to maintain compliance with OH&S requirements and Council's policies and procedures in undertaking allocated projects.
- Commitment to the provision of accurate and efficient quality customer service to internal and external stakeholders.
- Provide assistance and training to employees on position relevant procedures, systems and equipment.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with Council policy and procedures.

JUDGEMENT AND DECISION MAKING

- Adhere to relevant policies, procedures and guidelines determined for the operation of Council's services and facilities with advice and guidance always available, if required, from supervisor or other Council employees.
- Ability to make decisions concerning routine and defined administration functions without recourse to supervisor.
- Exercise good judgement and discretion regarding confidential issues.
- Show initiative and a proactive approach to improvement of processes related to the role as needed.

SPECIALIST SKILLS AND KNOWLEDGE

- Experience in the maintenance and removal of trees, and have the ability to utilise those skills in the field to complete complex tree related works.
- Proven ability to inspect trees and provide detailed reports and recommendations as required.
- Sound knowledge of arboriculture and tree management procedures, and relevant legislations, standards and guidelines.
- An understanding of Council's policies, regulations and procedures associated with the position and other Council services, as required.
- A basic understanding of relevant Acts/Regulations as they apply to the role.
- An understanding of the relevant technology, procedures, processes and systems related to the role.
- Ability to research, collect, analyse and interpret information to perform role or assist supervisor on the drafting of reports and other documentation.
- Basic knowledge and experience in quality assurance as it applies for the position.

MANAGEMENT SKILLS

- Ability to effectively plan, organise and manage own time within a complex and diverse range of projects and priorities to achieve targets within a set timetable.
- Ability to exercise initiative and work both independently and within a team environment.
- Understanding of and ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, particularly when performing supervisory tasks.
- Ability to establish a rapport with employees and foster a customer focussed team.

INTERPERSONAL SKILLS

- Ability to establish rapport with all levels of the organisation and with external stakeholders.
- Well-developed written communication skills to prepare correspondence, assist with reports, and presentations with ability to review material for accuracy and provide attention to detail and quality.

QUALIFICATIONS AND EXPERIENCE

Mandatory:

- Certificate III in Horticulture (Arboriculture) or equivalent qualification.
- Chainsaw Operators Certificate (Level 1/2).
- Heavy Rigid vehicle License with experience driving above 15 tonnes, GCM.
- License to perform High Risk: Elevated Work Platform License.
- Traffic Management Certificate.
- Certificate II ESI Powerline Vegetation Control
- Current Victorian Driver's License.
- Current Working with Children Check.
- No relevant criminal record found in a Police Check.

Desirable:

- Chemical Users Certificate (ACUP).
- IT skills including use of Microsoft Word, Microsoft Excel, Outlook, and GIS ability.

KEY SELECTION CRITERIA

Qualifications and Experience:

Sound understanding of the principles relating to modern arboriculture and knowledge of tree identification.

Experience in tree maintenance, pruning, tree removal and planting.

Experience in responding to customer service queries and working with the public.

Ability to undertake tree risk assessments.

Demonstrated experience in the safe use of arboricultural plant and equipment used in tree maintenance activities including EWPs, chippers, and chainsaws.

Demonstrated experience in applying high standards of tree pruning that comply with AS 4373.

Ability to work cooperatively as part of a team and contribute to the delivery of quality service to the wider community.

Intermediate IT skills including use of Microsoft Word, Microsoft Excel, Outlook, and GIS ability.

Current Victorian Driver's License.

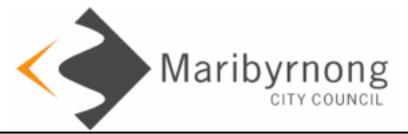
Current Working with Children Check.

No relevant criminal record found in a police check.

CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Position Description



Employee:

Date:

Manager/
Coordinator:.....

Date: