

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Urban Forest Officer</b>
<b>Award/Agreement:</b>	<b>TOC Enterprise Agreement 2021</b> (and any subsequent agreement)
<b>Classification level:</b>	<b>6</b>
<b>Directly reports to:</b>	<b>Manager Parks and Environment</b>
<b>Positions under Direct Supervision:</b>	<b>Nil</b>

### Organisational Context of Position

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km<sup>2</sup>. The Town has a population of approximately 10,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.

### Organisational Mission

We exist to deliver quality services for Claremont today and to build the foundation for the future.

### Organisational Vision

The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.

### Organisational Values

- **Respect:** We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.
- **Integrity:** We are open, accountable and honest.
- **Quality Communication:** We demonstrate our respect for our community and each other through timely, accurate and understandable communication.
- **Customer Service:** Every contact with a customer is important and an opportunity to demonstrate our commitment.
- **Excellence:** Our focus is quality outcomes achieved on time, on budget.

## OBJECTIVE OF THIS POSITION

The objective of this position is to support the healthy growth and sustainability of the Town's tree canopy by pruning trees, planting trees and supporting healthy growth, in line with the Town's Street Tree Master Plan

### Objective 1: Tree Maintenance

- Provide prompt professional technical advice on trees to internal and external stakeholders.
- Procure and manage stock levels of trees and related materials inclusive of fertilisers, soil amendment clays and composts, tree stakes, wetting agents, and pest and disease treatments.
- Schedule and supervise the annual tree planting program including fertilising, and soil testing programs.
- Schedule and supervise annual tree maintenance programs, including the Town wide uplift pruning program, ad-hoc pruning of trees, minor tree maintenance, branch chipping, dead wood removal, tree removals, stump grinding.
- Schedule and update the significant tree registry annual inspections, review arborist findings and recommendations, and provide reports to the Manager Parks and Environment.
- Draft correspondence including notification letters.
- Apply for and acquit grant applications relating to tree procurement and management.
- In conjunction with the Manager Parks and Environment:
  - develop budgets and prioritise the scheduling of works.
  - review and update policies, plans and procedures relating to street trees.
  - advise on the suitability of tree species within the Town's Street Tree Masterplan.
  - determine suitable plant species for the annual garden bed infill planting program.
  - assess tender and quote submissions.
  - provide training specific to the correct methodology of planting, pruning, and ongoing treatment, of the Towns trees to other Field Officers, in accordance with the AS4373-2007 Australian Standards of Pruning of Amenity Trees.
  - respond to any complaints and concerns raised relating to trees, undertaking inspections, and providing reports and recommending actions to the Manager Parks and Environment.
- Liaise and maintain good relationships with other government or utility agencies that undertake works on or near to the Town's trees (e.g., Western Power pruning and underground utility service providers)
- Coordinate with DPIRD on any pathogen or pest alerts, and update internal processes according to the requirements of quarantine zones and treatment plans implemented within the Town.
- Ensure that tools and equipment are operated in accordance with safety procedures, and their condition is maintained with any faults relating to tools and equipment promptly reported to the Manager Parks and Environment.
- Update and maintain SWMS relating to tree work.
- Keep informed of current trends and initiatives and ensure involvement in continuing professional development.
- Carry out other duties as requested by the Manager/Director which may be reasonably expected within the scope of the classification level and skill base of the employee.

**Objective 2: Occupational Health & Safety (For all Staff)**

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

**Objective 3: Corporate Responsibility (All Staff)**

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate an ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Adhere and follow the Town's Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

**Objective 4: Continuous Improvement (All Staff)**

- Employ the mind set of continuous improvement to all work tasks.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

**SELECTION CRITERIA****Essential**

- A qualification relating to arboriculture and tree risk assessments.
- Demonstrated expert knowledge of and experience in tree growth, biodiversity and best management practices.
- Experienced in or knowledge of the care of heritage listed & significant trees.
- Experienced scheduling and supervising work crews and contractors.
- Chainsaw Operators Ticket.
- C class Driver's License.
- Sound knowledge and experience in the safe operation of hand tools, minor plant and vehicles relating to horticulture.
- Excellent verbal and written communication skills.

**Desirable**

- Previous experience in Local Government.
- Experience writing reports and providing recommendations on long term tree management strategies.
- Experience working within Aboriginal Cultural Heritage Registered Sites, obtaining necessary permits

and approvals, and working knowledge of processes and requirements.

- First Aid qualifications.
- Available for after- hours call-outs as required and in emergency situations.

## REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position) or completion of a medical questionnaire.
- Complete a Police Clearance (at employee cost).
- Provide evidence of the Right to Work in Australia.
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working With Children Check and these will be specifically indicated in the Selection Criteria.

## PROBATION

Unless otherwise stated in a Letter of Offer, this position is subject to a 6 month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed.

## Signatures

### Chief Executive Officer Approval

Signature	Date

### Employee

Signature	Date

