

# POSITION DESCRIPTION



**POSITION TITLE:** Parks Maintenance Specialist (Tree Services)  
**CLASSIFICATION:** Band 3  
**UNIT / DIVISION:** Public Environments / Regulatory and Community Services

**HUMAN RESOURCE MANAGER:** .....  
*Signature & Date*

**GENERAL MANAGER:** .....  
*Signature & Date*

**INCUMBENT:** .....  
*Signature & Date*  
.....  
*Print Name*

## **POSITION OBJECTIVES**

Assist with the maintenance and development of Councils tree assets in parks and reserves, nature strips and central business districts whilst providing specialist tree advice to the Arboriculture Officer and team members.

## **KEY RESPONSIBILITIES**

- Maintain Council's tree assets to ensure healthy growth habits, appropriate canopy height and safe sight lines
- Provide knowledge in area of specialty to Arboriculture Officer and other team members
- Undertake work as directed by the Arboriculture Officer
- Maintain a safe working environment and comply with relevant codes of practice, Council Policy and documented procedures.
- Supervise and direct internal staff and contractors when directed
- Operate plant and equipment in a safe, efficient and economic manner.
- Maintain records of fuel usage, daily time sheet and any other records required by the Arboriculture Officer.

## **ORGANISATIONAL RELATIONSHIPS**

Reports to: Arboriculture Officer

Supervises/Manages/Coordinates: Other staff when directed to by the Arboriculture Officer  
Contractors

Internal Liaisons: General Manager Regulatory and Community Services  
Public Environments Manager  
Parks and Gardens Coordinator  
All staff

External Liaisons: Service Authorities  
Members of the public

## **POSITION DESCRIPTION**

---

### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Act within standards, procedures and Council's operating guidelines and under general supervision
- Refer to the Manager for decisions which may have an effect on Council policy and/or daily operations
- Provision of timely information and support to internal and external stakeholders

### **JUDGEMENT AND DECISION MAKING**

- Tasks performed will involve selection from a range of techniques, systems, equipment, methods and processes
- Personal judgement
- Guidance and advice are always available

### **SPECIALIST KNOWLEDGE AND SKILLS**

- Knowledge of the legislative requirements of the role
- Understanding of quality control techniques
- Sound knowledge of the relevant Occupational Health and Safety procedures

### **MANAGEMENT SKILLS**

- Basic skills in managing time, planning and organising own work to efficiently achieve specific objectives within a set timetable
- Provide on the job training and guidance to less experienced employees

### **INTERPERSONAL SKILLS**

- Clear oral communication skills with team members, clients and members of the public for the resolution of routine and usual matters.
- Work positively within a team environment
- Discretion and confidentiality are used whilst performing assigned duties

### **QUALIFICATIONS AND EXPERIENCE**

#### Mandatory

- Certificate III in Horticulture (AQF 3 in arboriculture) and relevant experience
- Chemical awareness training
- Experience in the supervision of staff
- Construction Induction Card
- Valid Driver's licence
- Medium Rigid Truck Licence

#### **Key Selection Criteria**

1. Relevant qualifications and experience
2. Demonstrated experience in tree maintenance services
3. Demonstrated ability to work within allocated timelines
4. Experience in the supervision of staff

**Other Prerequisites** – Applicants must have a valid Australian visa with work rights and hold an Australian Driver's Licence.