

POSITION DESCRIPTION

Position Title:	Tree Management Officer	Position Code:	6-TMO
Division:	Liveability	Grade:	F
Location:	Dubbo	Hours/Week:	35
Reports To:	Open Space Coordinator		
No. Direct Reports:	Nil	No. Indirect Reports	Nil

Primary Purpose of Position

The Tree Management Officer is to assist the Recreation and Open Space team in providing beneficial and cost efficient arboricultural/horticultural maintenance and installation service in the Local Government area of Dubbo Regional Council.

The Tree management Officer is also to be the interface between Council and Developers in the assessment of street tree amenity valuations, new subdivision streetscapes and undertake the required compliance inspections to ensure Council's Development Application Conditions are being met.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Arboriculture Advice and Assistance	<ul style="list-style-type: none"> Respond to public enquires complaints and requests with regards to matters relating to the responsibilities of this position. Community tree planting and maintenance programs; Provide written technical reports on tree health, or where tree conflicts exist. Complete tree risk assessments. As required and approved, act as the interface between the Branch and other Branches of Council and community groups. Assist, as required, the Operations function in undertaking arboricultural duties.
To implement Council's Defined Asset Maintenance Policy. (DAMP)	<ul style="list-style-type: none"> To maintain Recreation Open Space assets as specified in the DAMP for compliance with current maintenance Service Level Specifications.
Implementation and overseeing of Strategic Tree Management Systems	<ul style="list-style-type: none"> Undertake assessment of submitted streetscape designs and plantings for new urban release areas to ensure adherence / compliance to the adopted tree planting standards, Dubbo Street Tree Master Plan, Development Application, Construction Certificate and Sub Division Certificate, and other tree related documentation. Provide arboricultural input in the development of Development Application Conditions to suit specific planting locations. Undertake assessment of Tree Amenity Valuations for recovery of amenity costs associated with tree removals.

Key Accountabilities / Duties

- Coordinate data capture of trees within the public urban forest, and updating of all tree associated works by Tree Identification Number as works are completed.
- Undertake the annual review of the Significant Tree Register and Tree Preservation Order, and assessment of applications and administration of the Register.
- Undertake preparation of strategic tree related documents and policies that enhance the public urban forest.

Inherent Requirements of the Position

- Class C Drivers Licence.
- Pre-employment Health Assessment.
- Construction Induction ticket.
- This position is required to work indoors and outside, in public and non-public areas as part of the role, thus a reasonable level of fitness and good manual handling technique are inherent requirements of the role.
- This position is required to wear an approved DRC uniform when undertaking works / compliance checks in the field.
- This position may be provided with a DRC mobile phone which must be carried at all times if provided. Personal calls are to be reimbursed regularly.

Selection Criteria

Essential

1. Diploma in Horticulture/Arboriculture with a willingness to undertake further study in a related field.
2. Level 5 Arborist Certification.
3. Experience in undertaking hazard assessment of amenity trees.
4. Demonstrated high level communication and inter-personal skills.
5. Demonstrated competence in MS Word, Excel, Outlook and Project.
6. Ability to monitor and manage budgets for one off and recurring projects.

Desirable

7. Ability to interpret landscape plans and make determinations and suitability of tree species for specific locations.
8. Tertiary qualifications, or significant experience, in landscape architecture.

Organisation Wide Accountabilities

Corporate Values

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- Customer focused:

Organisation Wide Accountabilities

	<p>We are passionate about serving our community and creating a great place to live</p> <ul style="list-style-type: none"> • Integrity: We act with integrity and professionalism and we are accountable to deliver the results we promise • One team: We work as one team and partner with others to deliver more than we can achieve alone
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> • Complying with Council's WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct. • Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: