

Position Description

Position title:	Field Supervisor - Tree Maintenance
Directorate:	Infrastructure & Property
Service Unit:	Civil Construction & Maintenance
Reports to:	City Greening Coordinator
Direct reports:	Various direct reports for a Tree Maintenance team
Salary point:	Salary Point 7
Work location:	Waratah Works Depot
Date revised:	19th April 2021

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of **creating a smart, liveable and sustainable global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in Civil Construction & Maintenance?

We are a large team of 180+ Civil Construction professionals who work hard to deliver our Capital Works Program for the benefit of the community. We have a range of employees working on the ground, on machinery and in the office. Employees within our team have a broad range of experience and enjoy sharing their knowledge. We are focused on developing our staff for the future, so many of our current employees have progressed through the ranks and have a wealth of corporate knowledge.

What's the focus of this position?

To supervise and deliver a team to carry out efficient and effective tree maintenance and planting of trees, shrubs on land under the control of CN by applying the necessary planning, organisation and supervision of day labour and employees.

What you'll be doing:

- Ensure the efficient and effective tree maintenance and planting of trees, shrubs on land under the control of CN by applying the necessary planning, organisation and supervision of day labour and employees.
- Organise, supervise, and direct plant, materials and labour to complete allocated works within budget and nominated timeframes.
- Plan and organise works to achieve optimum utilisation of resources and ensure minimal inconvenience to amenity during the execution of works.
- To work in a team-based environment and provide leadership in a manner which promotes team spirit and harmony to optimise the output and objectives of the team.
- Lead team toolbox talks and encourage active participation of all employees with WHS initiatives.
- Maintain the health and safety of the general public, contractor and employees during the execution of works by ensuring safe work practices are adhered to in accordance with WHS guidelines and CN's Safety Management System
- Implement specified works using sound Arboriculture practices relating to trees, correct pruning and removal techniques, in accordance with Australian Standard 4373 – Pruning of amenity trees and industry best practice.
- Apply correct practices relating to relevant WorkCover Codes of Practice and ability to apply these to all tree work.
- Select, modify and apply traffic control plans in line with relevant standards.
- Supervise and implement the safe and efficient operation of all plant and equipment relating to tree maintenance, tree planting and the routine implementation of inspection, testing and maintenance in line with identified standards and WHS requirements.
- Respond to enquiries and/or issues of concern from members of the public and ensure that a positive image of tree maintenance and associated programs is promoted.
- Maintain accurate and detailed records of all work activities in accordance with CN's management systems and recording procedures such as labour and plant timesheets, goods received accidents / incidents relating to the works at hand, , risk assessments and tree maintenance data via the Tree Asset Management System
- Any other accountabilities or duties as directed by Coordinator / Manager which are within the employee's skill, competence and training.

The essentials you'll need:

- Tertiary qualifications in Arboriculture AQF Level 3 in Horticulture (Arboriculture) or current enrolment with an ability and willingness to complete.
- Demonstrated experience in the application of tree maintenance in line with Australian Standards 4373 – Pruning of amenity trees and WorkCover Codes of Practice within the tree industry.
- Experience organising the efficient use of plant, equipment, materials, and staff to perform allocated duties with minimal supervision.

- Ability to efficiently operate and maintain relevant plant and equipment including chainsaws, stump grinder, wood chipper, and Elevated Work Platform.
- Demonstrated ability to communicate effectively (both written and verbal) with staff, supervisors, and external customers.
- Demonstrated ability to keep and maintain accurate written and electronic records for daily activities and tasks.
- General WHS Induction for Construction Work in NSW Certificate (White Card) and minimum class "MR" drivers' licence.
- Certification in Safe Work Near Powerlines, Apply Traffic Control Plans and Select Modify Traffic Control Plans, or willingness to obtain.

Other valuable skills you may have:

- Experience in relation to Visual Tree assessment, Tree Hazard Evaluation, and associated reporting.
- Demonstrated experience in the use of general office computer software packages e.g. Microsoft Word, Excel and Outlook and asset management systems.
- Elevated Work Platform Certificate (National Licence to perform High Risk Work WP - boom type Elevating Work Platform over 11m).
- Demonstrated experience and ability to safely and efficiently undertake complex tree works and remove large hazardous trees, including demonstrated competence in the use of friction drums incorporating the relevant rigging, ropes pulleys, and safe working loads.

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	