



JOB DESCRIPTION

Directorate

Environment & Regeneration

Service

Environment & Public Protection Services

POST DETAILS:

Job Title : Arborist

Grade: Career Grade 5 – 7 (progression through the grade is subject to the achievement of qualifications, training and experience)

Location of Work: Based at operational depots throughout the Borough

Directly Responsible To: Relevant Foreman/ Team Leader for duties being undertaken.

Directly Responsible For: Lower skill level employees as directed including trainees, apprentices and casual staff

Hours of Duty: 37 hours per week. Pattern and hours of work to be determined according to the services being undertaken. (At grade 5 this could include and grade 6 and 7 this will include participation in an out of hours emergency call-out service).

Primary Purpose and Scope of the Job:

At Grade 5

To carry out relevant duties including the operation of on-road and off- road horticultural and arboricultural equipment necessary for the management and maintenance of tree and woodland assets inclusive of wood chippers, tractors, forestry flail quad bike, stump grinding plant, underground service detection equipment, or similar plant as required inclusive of (HGV when licenced to do so). Carry out dynamic and site risk assessments for all tasks undertaken, complete all necessary documentation as required in relation to plant equipment personal safety and the welfare of others. Undertake agreed hard & soft landscape works, cleansing duties and grounds maintenance activities. To effectively interpret site, service and work plans and be proficient in the safe and effective use of herbicide.

At Grade 6 all of the above plus

To carry out relevant duties within the grade band including driving and responsibility for vehicles (including LGV & HGV's) and the operation of off road arboricultural and forestry equipment and management and maintenance of specialist equipment. To work with minimal supervision and take responsibility for lower graded operatives in the team. Undertake a range of arboriculture activities and tasks including operation of chainsaw from rope and harness and mobile platforms.

At Grade 7 all of the above plus

To carry out all relevant duties allocated within the grade band demonstrating a high standard of appropriate skills and understanding. Be able to lead team of less experienced staff and have Independent ability to undertake all required aerial and ground operations in accordance with current industry best practice. To complete relevant duties necessary for the provision of a skilled Arboricultural Service including all aspects of tree care, management, maintenance and inspection.

Please note progression to Grade 7 is subject to the achievement of qualifications, training, experience and demonstrable expertise.

WORKING RELATIONSHIPS:

Internal - Staff within Environmental Management, any other Warrington Borough Council employees as appropriate and Trade Union representatives.

External - Customers and members of the public, community and voluntary groups.

KEY TASKS AND ACCOUNTABILITIES:

At Grade 5

1. To carry out ground care and tree and woodland maintenance (including litter removal) by use of ride on mowers, pedestrian mowers, chainsaws, strimmers, wood chippers and other ancillary equipment as directed.
2. When required to drive/operate a vehicle/item of plant/HGV (refuse, recycling, sweeping, arboricultural and gully cleansing vehicles), to do so in accordance with the current driving regulations and health and safety policies and practice
3. To complete the relevant vehicle safety check-list and ensure the vehicle is fit for use in accordance with legal requirements. Report any vehicle defects to the Vehicle Maintenance Workshop. Ensure the vehicle is cleaned as and when required and the cab is kept clean and tidy and free from litter and debris at all times.
4. To undertake an environmental stewardship role and report any issue within the street scene or park environment (graffiti fly tipping, potholes etc) to the relevant Team Leader/ Supervisor.
5. To work with minimal supervision and to accept responsibility for the direction of work for other lower skilled operatives
6. To be responsible for the Health, Safety and Welfare of self (including the wearing of a uniform and the appropriate PPE), colleagues and any other person who may be affected by your actions/omissions whilst at work in accordance with the Health and Safety Policies of the Council.
7. To undertake such other duties and responsibilities of a similar or lower skill level as may reasonably be required within the Service.
8. To ensure that the working area at the base of trees is secure from hazard via the use of highway signs/traffic direction, pedestrian diversion in accordance with Chapter 8 of the Highways Act.
9. Undertake equipment, plant and machinery maintenance and maintain accurate records to ensure regulatory compliance e.g. PUWER
10. To assist all persons when/where possible in a courteous and helpful manner at all times.
11. Any other duties or tasks necessary to meet service and or business needs as commensurate with the grade.

At Grade 6 the jobholder will carry out the tasks and responsibilities above and also

1. The pruning, felling, de-limbing and cross-cutting of trees, utilizing specialist equipment including operations form rope and harness in an approved manner and in accordance with NPTC Certification and current BS3998.
2. The use and maintenance of vehicles and mechanical equipment in accordance with Health & Safety Regulations, carrying out daily service and checks.
3. To undertake tree inspections, condition and health and safety risk assessments and data collection.
4. To undertake emergency tree risk assessment and implement required works in response to priority enquiries from Arboricultural Officers, Emergency Services and the public.
5. To liaise with sub-contractors engaged by the Council on Arboricultural Operations.
6. To receive, interpret and action all instructions, documents, plans and information relating to the delivery of the service in liaison with supervisor / foreman and the accurate completion of records (digital and paper) and associated administration.
7. To assist in the induction and training of new staff members to the required standard in accordance with the induction procedures.
8. To complete the relevant vehicle safety check-list and ensure the vehicle is fit for use in accordance with legal requirements. Report any vehicle defects to the Vehicle Maintenance Workshop. Ensure the vehicle is cleaned weekly and the cab is kept clean and tidy and free from litter and debris at all times.
9. To work with minimal supervision and to accept responsibility for the direction of work for other lower skilled operatives including the supervision of trainees, apprentices and casual staff to ensure safe productive service delivery and skills acquisition.

At Grade 7 the jobholder will carry out the tasks and responsibilities above and also

- 1 To undertake tree hazard risk assessments and maintain and update computerised and paper based inventory records of all trees and woodlands in the ownership of the Council.
- 2 To assist in the preparation of reports on defective trees detailing condition and points of weakness, make work recommendations and submit these reports to the Environment Service Manager.
- 3 To assist in the production of specifications and programmes relating to work required on all sites and to administer such schemes in terms of compliance and performance.

- 4 Undertake lead climber role deploying and demonstrating a high level of pruning skill and provide guidance and mentoring and sharing knowledge, expertise and experience with team colleagues.
- 5 To be able to lead team of less experienced staff and have Independent ability to undertake all required aerial and ground operations in accordance with current industry best practice
- 6 Demonstrable ability to safely, effectively and efficiently undertake large tree takedowns utilising approved methods of dismantle, and lowering as appropriate from rope and harness and mobile platform
- 7 To keep up to date with industry guidance, best practise to inform develop and redraft safe systems of work and risk assessment documentation

REVIEW ARRANGEMENTS:

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date Job Description Prepared/Revised:

Prepared/Revised By:

Agreed Job Description Signed By Holder:

(To be signed only following appointment)

Signed by Holder:
