

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Tree Surveillance Officer	1558c
CLASSIFICATION	ANZSCO CODE
Band 5	362212
DEPARTMENT	DIVISION
Operations	Infrastructure and Environment
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement No. 8, 2019	Operations Depot

Position Objective

Manage the risks associated with trees in an urban environment and maintaining the ongoing viability of the urban forest in accordance with the City of Ballarat's Tree Management Plan, Australian Standards, Minimum Industry Standards and councils' policies and procedures. The position also has a strong focus on customer service and conflict resolution while ensuring quality outcomes and OHS compliance.

Key Responsibility Areas

- Undertake inspections as per the Tree Management Plan and drive improvement with internal stakeholders.
- Undertake data collection and implement data improvement programs.
- Investigate and resolve tree issues relating to damage to City of Ballarat assets.
- Constructively participate in safety investigations and assist in implementing corrective actions.
- Liaise with external organisations and individuals regarding works on public land, including utilities, builders, developers, surveyors', and property owners in relation to trees.
- Organise, procure, and prioritise the appropriate consultant services, plant, equipment and materials for works associated with arboricultural investigations as a result of insurance claims, tree retention objectives and risk mitigation in line with budget restraints.

From a Health & Safety perspective the City of Ballarat requires all employees adhere to the following:

- Report hazards, incidents, injuries and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

REPORTS TO:	DIRECT REPORTS:
Coordinator Urban Forest & Open Spaces	N/A
ORGANISATIONAL RELATIONSHIPS	
Internal: All Business Units	External: Property owners and residents Builders, developers, and contractors Utility companies and providers of public transport Business and community groups

Accountability and Extent of Authority

- Accountable for the accuracy and integrity of data within the City of Ballarat's data register.
- Identify defects and issue works orders to the appropriate team.

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- Accountable for the inspection of assets in accordance with defined inspection frequencies and service level agreements (e.g., Tree Management Plan).
- Provide specialist arboriculture and asset information and advice to internal and external parties in accordance with established guidelines and procedures.

Judgement and Decision Making

- Ability to use technical knowledge to ensure the integrity of data.
- Ability to solve problems relating to the management and assessment of City of Ballarat's tree assets, using applicable arboriculture procedures and guidelines and the application of technical or professional arboriculture knowledge.
- Identify and report hazards and defects.
- Guidance and support is provided by senior staff.

Specialist Skills and Knowledge

- Detailed knowledge of tree species and their characteristics.
- The ability to identify and prioritise tree defects in accordance with the Tree Management Plan.
- Sound knowledge of tree pruning techniques.
- Understanding of desktop/laptop computers and handheld tablet devices.
- Knowledge of the relevant policies, regulations, standards, and government acts associated with local government Arboriculture operations.
- Understanding of civil infrastructure assets.
- The ability to understand council's corporate data and systems.

Management Skills

- Acting under supervision, plan, organise and manage own time to achieve set targets and adhere to agreed service levels.
- Ability to work in a team environment and provide technical support to other members of the unit, particularly in situations that require a specialised approach regarding trees.
- Understanding of and ability to implement Occupational Health and Safety and Equal Employment Opportunity policies.

Interpersonal Skills

- Good written communication skills, sufficient to prepare reports, and produce specialist arboriculture related documentation and presentations.
- Good oral communication skills to effectively gain cooperation and mutual understanding with internal and external stakeholders, and the confidence to calmly deal with difficult customers.
- Participate in a team environment, share workload, solve problems collectively, assist others with management of projects and enjoy achieving shared goals.
- Ability to show understanding and patience when communicating with customers and stakeholders, including those who can be challenging.

Qualifications and Experience

- Completion of a Diploma of Arboriculture or substantial relevant experience.
- Tree Risk Assessment Qualification (TRAQ) and/or Quantified Tree Risk Assessment (QTRA) knowledge and certification.
- Demonstrated experience in tree management and arboriculture issues within the context of local government is preferred.
- Experience in data collection, data management, and computer technology.
- Experience in Local Government Asset Protection within an urban environment.
- Current VicRoads 'Car' Driver's license, or equivalent.

POSITION DESCRIPTION

SELECTION CRITERIA

- Qualifications and experience as listed above.
- Demonstrated experience in tree management and arboriculture practices with practical skills and knowledge when inspecting tree and determining risks.
- Experience in data collection, data management and computer technology.
- A Tree Risk Assessment Qualification (TRAQ) and/or Quantified Tree Risk Assessment (QTRA) certification.
- Knowledge and understanding of health and safety issues relevant to work activities in tree maintenance, inspection, or associated work.

The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:

Signature:

Date: