

<b>Position Title</b>	Crew Leader Tree Maintenance
<b>Department</b>	City Assets
<b>Unit</b>	Open Space Operations
<b>Team</b>	Tree Management
<b>Supervises</b>	Tree Maintenance Crews
<b>Reports To</b>	Team Leader Tree Maintenance
<b>Grade</b>	E
<b>Date Prepared</b>	9/07/2024
<b>Date Last Updated</b>	9/07/2024

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

## Primary purpose of position

To lead a small team of staff in the maintenance of Council's public tree assets.

## Accountabilities

- Lead a small team of staff at an operational level.
- Undertake 'On the job' Tool Box Talks prior to commencement of daily activities.
- Ensure Council's Street Tree Under-pruning program meets service requirement and is undertaken in accordance with service agreements, rosters and programs.
- Provide recommendations for the maintenance and management of Council's Street & Public Tree Assets and implement as required.
- Assist the Team Leader Tree Management to provide on the job skills development and training to staff.
- Undertake risk and hazard assessments of all areas under the position holder's control and where necessary take corrective action.
- Assist the Team Leader Tree Management to provide feedback to residents, business & property owners, etc. and resolve minor maintenance issues.
- Provide assistance and advice to Council, management, staff, customers and the community when necessary.
- Maintain information on the status of all projects under the position holder's control.
- Ensure all the works under the position holder's control are completed within timeframes.
- Finalise completion of works requests as allocated.
- Identify, report and where possible rectify landscape deficiencies especially in the area of public tree maintenance.
- Ensure all jobs comply with relevant acts and standards.
- Promote and mentor a positive culture and contribute to a positive image of Council.
- Operate hand held electronic devices for the collection and processing of information.
- Operate plant & equipment including trucks, chippers, chain saws, pole saws, brush cutters, or other related plant as required.
- Operate minor plant items/hand tools as required.
- Collect litter as required.

- Control traffic through worksites as required.
- Report equipment faults and failures.
- Attend meetings as required through performance of duties.
- Undertake regular WHS inspections as required.
- Requisition stores and supplies as required.
- Assist the Team Leader Tree Management to plan and organise day to day activities of the crew members, ensuring the crew is adequately resourced to undertake their duties.
- Finalise the completion of their crews timesheets.
- Other duties as required by the Team Leader Tree Management.

## Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Supervisor		
Capability Group	Capability Name	Level
 <b>Personal Character</b>	Lead Self	Adept
	Display Resilience	Intermediate
	Act with Integrity	Adept
	<b>Safety and Accountability</b>	Adept
 <b>Relationships</b>	Communicate and Engage	Intermediate
	Customer and Community Focus	Intermediate
	<b>Work Collaboratively</b>	Intermediate
	Influence and Negotiate	Intermediate
 <b>Results</b>	<b>Plan and Prioritise</b>	Intermediate
	Think and Solve Problems	Intermediate
	Innovate and Improve	Intermediate
	Deliver Results	Adept
 <b>Resources</b>	Finance	Foundational
	<b>Assets and Tools</b>	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational
 <b>People Leadership</b>	<b>Manage and Develop People</b>	Foundational
	Inspire Direction and Purpose	Intermediate
	Optimise Workforce Contribution	Foundational
	Lead and Manage Change	Intermediate

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

### CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
<b>Personal Character</b>		
Safety and Accountability	Adept	<ul style="list-style-type: none"> <li>• Is prepared to make decisions within own level of authority</li> <li>• Takes an active role in managing issues in the team</li> <li>• Coaches team members to take responsibility and follow through</li> <li>• Implements safe work practices and manages work health and safety risks</li> <li>• Identifies and manages other risks in the workplace</li> </ul>
<b>Relationships</b>		
Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>• Encourages an inclusive, supportive and co-operative team environment</li> <li>• Shares information and learning within and across teams</li> <li>• Works well with other teams on shared problems and initiatives</li> <li>• Looks out for the wellbeing of team members and other colleagues</li> <li>• Encourages input from people with different experiences, perspectives and beliefs</li> <li>• Shows sensitivity to others' workloads and challenges when asking for input and contributions</li> </ul>
<b>Results</b>		
Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> <li>• Participates constructively in unit planning and goal setting</li> <li>• Helps plan and allocate work tasks in line with team/project objectives</li> <li>• Checks progress against schedules</li> <li>• Identifies and escalates issues impacting on ability to meet schedules</li> </ul>

		<ul style="list-style-type: none"> <li>• Provides feedback to inform future planning and work schedules</li> </ul>
<b>Resources</b>		
Assets and Tools	Intermediate	<ul style="list-style-type: none"> <li>• Uses a variety of work tools and resources to enhance work products and expand own skill set</li> <li>• Ensures others understand their obligations to use and maintain work tools and equipment appropriately</li> <li>• Contributes to the allocation of work tools and resources to optimise team outcomes</li> </ul>
<b>People Leadership</b>		
Manage and Develop People	Foundational	<ul style="list-style-type: none"> <li>• Clearly explains work required, expected behaviour and outputs</li> <li>• Gives regular feedback about positive behaviour and areas for improvement</li> <li>• Provides appropriate support to enable development</li> <li>• Recognises ongoing performance issues and seeks advice on managing them</li> </ul>

\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

### Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

### Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

### Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

### Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

### Qualifications and Experience

### Essential Qualifications

- Relevant Tertiary qualifications in arboriculture or a similar relevant field.
- Current Class MR Driver's Licence.
- Safe Work Near Overhead Powerlines certificate or equivalent.
- Chainsaw Certificate Level 1 (trim and cross cut felled trees) or equivalent.
- Chainsaw Certificate Level 2 (Basic) or equivalent.
- RMS Traffic Control Certificate 'Traffic Controller', or equivalent.
- RMS Traffic Control Certificate 'Implement Traffic Control Plans', or equivalent.
- First Aid Certificate.

### Essential Experience

- Experience in tree maintenance or a similar field (4 years plus).
- Experience in leading and supervising tree maintenance crews or similar.
- Skills & experience necessary to fulfil the role, responsibilities, duties and competency requirements of the position.
- Ability to undertake visual tree assessments, interpret information and provide relevant advice regarding short, medium and long term options for management of trees.

### Desirable Qualifications and or Experience

- High Risk Work Licence Class 'WP' - Boom type elevating work platform or equivalent.
- Experience in working in a local government environment.
- Experience in contract management & supervision particularly in the field of Tree Management.
- High Level customer service skills.
- Report writing skills particularly in the field of Tree Management.

<b>HUMAN RESOURCES USE (SELECT YES OR NO)</b>	<b>YES</b>	<b>NO</b>
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: MR Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>