

Position Description

Team Member Open Space (Arboriculture)

Your role:	Team Member Open Space (Arboriculture) #500
You will report to:	Coordinator Open Space Operations # 115
Your Directorate:	Environment & Infrastructure
Your Salary Level:	Grade 5 (Field Enterprise Development Agreement) \$74,222.71 - \$76,166.50
Special Conditions:	Available to work out of hours if required and work at alternate locations may be required A satisfactory Medical Clearance A satisfactory Driver History Check A National Police Check An Australian Medium Rigid (MR) truck licence

Position Overview

This position contributes to the objectives of the Open Space department by undertaking field-based arboriculture duties in a variety of work environments across the Council district. The incumbent will also contribute to projects and activities related to Council's infrastructure, construction, maintenance plans and programs. Dedication to Workplace Health and Safety is a priority. When required, an employee with associated competencies can be aligned to other teams in the Open Space department to help Council deliver their mission, vision, strategic plan and customer service outcomes.

This position works within a field-based, team environment. The incumbent will make decisions within a changing environment in accordance with Council policy, procedures, organisational standards and the relevant legislation with assistance and guidance available from the relevant Leading Hand, Work Group Leader, Coordinator Open Space Operations, and Manager Open Space.

About the Team

You will be part of a Directorate dedicated to shaping a vibrant and thriving community through visionary leadership, active collaboration, continuous improvement and a commitment to excellence in service delivery. You will be part of a team that fosters strong community connections and strives to deliver outstanding outcomes for our Environment and Public Spaces. Guided by the principles of the Customer Service Framework, Council employees are passionate about providing exceptional service that places our community at the heart of everything we do.

Our Organisation

Adelaide Hills Council is a dynamic and community-focused organisation, committed to enhancing the quality of life for our residents. Nestled in a picturesque region, we take pride in delivering innovative services and fostering strong connections within our community. As part of our team, you'll be contributing to meaningful projects that make the Adelaide Hills a great place to live, work, and visit.

Our values

Available	we make it easy for our customers and colleagues to reach us
Helpful	we are approachable and always willing to assist our customers and each other
Empathic	we share our knowledge and commit to dealing with our customer queries responsibly
Responsive	we are responsive to the needs and requests of our colleagues and customers. We keep them informed at all times so they know what to expect from us
Reliable	we are honest, accurate and consistent in all that we do

Your Stakeholders

Internal	All employees across the organisation
External	Community individuals and groups, regulatory bodies and Government departments, including Local Government bodies, suppliers, consultants and contractors

Work Health & Safety

As part of your responsibilities, you will actively support a safe and healthy workplace by following Council's Work Health and Safety (WHS) policies and procedures. This includes taking reasonable care for your own safety and that of others, using provided protective equipment, following instructions, and reporting hazards, injuries, or incidents promptly. Your proactive participation in safety initiatives and adherence to the WHS Act 2012 (SA) ensures a safe working environment for all.

Policy and Procedure

Adhere to council policies, procedures, guidelines and standards, in particular, but not limited to, our Organisational Values and Code of Conduct for Employees.



Position Responsibilities

- Maintaining Council's property, infrastructure and assets by assisting with the development and implementation of Arboriculture annual maintenance programs.
- Actively comply with Council's WHS, Injury Management (IM) and Risk Management requirements.
- Experience in the delivery of arboriculture services.
- Contribute to process improvements and updates.
- Undertake other duties as required/directed.
- Operate and maintain equipment safely, including trucks (MR), brushwood chippers, elevated work platforms (EWP), and chainsaws.
- Ensure the upkeep of tools and machinery in a clean and safe condition.
- Support other field services tasks as required to meet seasonal and operational demands.
- Provide assistance to the Coordinator Open Space Operations to improve efficient work practices and increase proactive outcomes.

Position Criteria

Technical Knowledge & Experience	<ul style="list-style-type: none"> • Up to date current knowledge and practices within the arboriculture industry. • Ability to manage time, set priorities and plan workload. • Effective analytical and problem-solving skills. • Ensuring maintenance programs and plans are completed according to Council's quality standards. • Experience implementing and maintaining WHS and risk management policies and procedures. 	Essential
Collaboration and Communication	<ul style="list-style-type: none"> • Demonstrated ability to work cooperatively in a team environment. • Actively contribute to a supportive team environment. • Demonstrated understanding of, commitment to and alignment with our customer service values and approach. • Sound communication and interpersonal skills. 	Essential
Qualifications	<ul style="list-style-type: none"> • Certificate III in Arboriculture (or willingness to undertake) and/or equivalent experience in these fields • Temporary Traffic Management or Work Zone Traffic Management ticket (RIIWH5205E & RIIWH5302E) • Chainsaw Licence (AHCMMOM213) 	Essential
	<ul style="list-style-type: none"> • Licence to operate EWP 11M or more (TLILIC0005) • Heavy Rigid (HR) truck licence 	Desirable
Customer Service	<ul style="list-style-type: none"> • Demonstrated commitment to outstanding customer service and the improvement of the customer's experience. 	Essential
Government Experience	<ul style="list-style-type: none"> • Experience working in a government environment • Working knowledge of relevant legislation including Work Health and Safety Act 2012 (SA), Regulated and Significant Trees, Native Vegetation Act 1991 (SA). 	Desirable
Corporate Experience	<ul style="list-style-type: none"> • Working knowledge of Office 365 and use of corporate technology. 	Essential
Finance Delegations	<ul style="list-style-type: none"> • Nil 	
People Leadership	<ul style="list-style-type: none"> • Nil 	

Job Requirements Guide

Frequency guide

1. Constant (ongoing, occurs daily)
2. Frequent (occurs 1-2 times daily)
3. Occasional (occurs 2-4 times per week)
4. Infrequent (occurs once per week or less)

Physical	Essential task Y/N	Frequency				Comment
		Constant	Frequent	Occasional	Infrequent	
Standing	Y	X				
Walking	Y	X				
Sitting	Y	X				
Bending /twisting the back	Y	X				
Bending /twisting the neck	Y	X				
Kneeling/squatting/ crouching	Y	X				
Climbing e.g. stairs/steps/ladders	Y	X				
Reaching forward /sideways >30 cm	Y	X				
Working with hands above shoulder height	Y	X				
Lifting/carrying e.g. plants, fuel containers (20 litres), logs, chainsaws, backpack blowers, branches, timber	Y	X				Anything heavier than 20 kg generally requires two or more persons to lift. Tree branches need to be assessed.
Pushing/pulling/dragging	Y	X				Branches
Gripping/grabbing	Y	X				Hand tools e.g. secateurs, trowels, shovels
Fine hand coordination	Y	X				Pruning tasks
Holding/supporting any object or person	Y	X				

Environmental						
Work in an indoor/outdoor environment	Y	X				Outdoor
Work at heights	Y	X				EWP's over 11m
Work in confined spaces	N				X	No confined space entry
Operation of equipment/ machinery, or work performed in close proximity to moving parts/objects e.g. computer, photocopiers, paper shredder, security swipe pass, printing press machines, kitchen equipment, urn, cutlery	Y	X				Hand blower 5kg, hedge trimmer 5.5kg, chainsaws 6kg, etc.
Exposure to noise	Y	X				
Contact with chemicals/ cleaning products e.g. printer toners, car washing cleaners	Y		X			Fuels and herbicide chemicals
Exposure to fumes/dust	Y	X				
Managing security/private information	N				X	

Interpersonal						
Interaction with customers/members of the public e.g. face-to-face, answering phones	Y		X			
Dealing with highly emotional/ conflict situations	Y		X			
Dealing with difficult/complex negotiation of a personal nature	N				X	
Working in a team requiring maintenance of relationships/ communication with others	Y	X				
Working in isolation or with limited interpersonal interactions/ supervision	Y		X			
Working in a busy environment where time pressures and / or fast work pace maybe required with frequent interruptions	Y			X		
Appearance and grooming, dress standards e.g. office attire, smart casual, uniform, covered shoes, personal protective equipment (PPE)	Y	X				PPE & uniform supplied