



## Position Specification

<b>Position Title:</b>	<b>Labourer – Tree Works</b>
<b>Unit:</b>	Public Works – Operations
<b>Reports To:</b>	Capital Works Co-ordinator (UL)
<b>Accountable To:</b>	Capital Works Co-ordinator (UL)
<b>Position Grade:</b>	1

<b>Prepared By:</b>	
<b>Approved By:</b>	
<b>Employees Signature:</b>	

### PRIMARY OBJECTIVES

- The provision of specialist assistance in arborist services within the City of Ryde and the surrounding areas.

### BUDGET

<b>Direct</b>	
Operating Expenditure 2009-2010:	Nil
Capital Expenditure 2009-2010:	Nil
<b>Indirect</b>	
Operating Expenditure 2009-2010:	Nil
Capital Expenditure 2009-2010:	Nil
<b>Delegated Authority</b>	N/A
<b>Staffing</b>	
No. of Staff (Direct Reports)	Nil
No. of Staff Monitoring (Indirect Reports)	Nil

## KEY ACCOUNTABILITIES

To undertake Arborist labouring activities in the maintenance of trees

- To undertake Arborist labourer tasks as allocated by Team Leader;
- Adhere to mandatory requirements;
- Participate as a Team member and project a positive Council image;
- Improve skills by participating in training programs and work experience;
- Be proactive in reinforcing standards; and
- Provide technical or specialist expertise in undertaking works.

## OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Specification, City of Ryde policies, procedures and instructions and safe work method statements where appropriate. You are also responsible for the following:

### Occupational Health & Safety

- reporting all injuries/illnesses, incidents, hazards, potential hazards, near misses and damage to City of Ryde property to your Team Leader;
- performing your duties in a safe manner so as not to put yourself or others at risk of harm;
- actively participating in OHS training when required;
- wearing Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- taking care of any plant or equipment that they use;

### Injury Management

- If injured at work, cooperating and participating with any injury management program and return-to-work plans (if applicable);
- If injured at work, complying with obligations imposed under the injury management and return-to-work plans (if applicable);

### Risk Management

- maintaining all tickets, licences, operative training etc required for the job either by legislation or through City of Ryde policies and procedures and advise Team Leaders of any change to these;
- participating in workplace inspections if required;
- participating in risk assessments with their Team Leader when required.

## EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

### As a staff member

You have the **right** to:

- a workplace that is free from unlawful discrimination and harassment;
- fair practices and behaviour in your workplace;
- competitive merit-based selection processes for recruitment or promotion;
- training and development that enables you to be productive in your work and to pursue a career path;
- equal access to benefits and conditions; and

- fair processes to deal with work related complaints and grievance.

You have the **responsibility** to:

- work to the best of your ability and provide quality service to customers;
- recognise the skills and talent of other staff members;
- act to prevent harassment and discrimination against others in your workplace;
- respect differences among your colleagues and customers such as cultural and social diversity;
- treat people fairly (don't discriminate against or harass them); and
- work in keeping with the City of Ryde's EEO Management Plan and other EEO Policies.

## **SELECTION CRITERIA**

### **ESSENTIAL**

- School Certificate or equivalent
- C Class drivers licence
- Experience in the operation and maintenance of chainsaws and woodchippers
- Experience carrying out tree felling and maintenance practices

### **DESIRABLE**

- Previous labouring experience
- Knowledge of horticultural and arboricultural methods or trade qualification in these areas.
- 5099 Certificate (power lines), Elevated Work platform Certificate, Dogman Certificate
- MR Truck License
- Capacity to or experience in operating mechanised plant
- Knowledge of and commitment to OHS and EEO principles