

JOB DESCRIPTION

Post Title: Arborist/Tree Surgeon		Group/Department/Service: Local Services, Highways & Neighbourhood Services		Office Use
Band: 5		Workplace: Site Based (Countywide)		JE ref: 1271
Responsible to: Trees and Woodlands Officer		Date: 6th May 2019	Manager level:	
Job Purpose: Undertake the provision of an efficient and effective arboricultural service.				
Resources	Staff	Overseeing apprentices or other seasonal/temporary staff.		
	Finance			
	Physical	Responsibility for the use and maintenance of vehicles and allocated tools and equipment.		
	Clients	Duties have a direct impact upon the health and safety of the community.		
Key Duties and responsibilities: Individually or as part of a team and under the general direction of senior colleagues: 1. Provide an efficient and effective arboricultural service in an allocated area to designated standards and in accordance with predetermined schedules, ensuring full compliance with all risk assessments and health & safety requirements. 3. As necessary, drive and operate a range of specialist vehicles to provide efficient and effective logistical and operational support. 4. Complete all necessary paperwork to accurately record the resources used and progress of work in accordance with corporate procedures. 5. Ensure the safety of other employees and the public in relation to the work undertaken including the safe use of all plant, equipment and tools. 6. Interact with service users, members of the public, colleagues and councillors in a courteous and respectful manner. 7. Ensure all work is completed within the allocated time and to specified quality and service standards. 8. Contribute to the creation of risk assessments and method statements in order to ensure work is performed in a safe and responsible manner, within specified ground rules. 9. Work collaboratively with management and team colleagues to ensure that work plans are achieved and quality standards are maintained. 10. Comply with detailed and sometimes complex spoken and written instructions, drawings and plans. 11. Carry out routine vehicle driver and equipment operator checks in accordance with established procedures. 12. Staff will be expected to work across Neighbourhood Services frontline services as required. The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post, and the grade has been established on this basis.				
Work Arrangements				
Physical requirements:		Predominantly standing or climbing, with regular walking, some lifting, pulling and pushing. Need to remain alert for traffic and other potential hazards. Capable of complying with the physical demands of the posts and with special awareness when working with chainsaws and specialist equipment.		
Transport requirements:		Need to attend training and development courses, meetings or other work sites as required.		

Working patterns:	Normal working week, Monday to Friday, with occasional evening, weekend and emergency call out work. Driving regulations apply, where applicable.
Working conditions:	Extensive exposure to working outdoors in all weathers and traffic, with exposure to specific hazardous situations for which the wearing and use of specialist protective clothing and equipment will be required.

**Northumberland County Council
PERSON SPECIFICATION**

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Essential	Desirable		Assess by
Qualifications and Knowledge			
NVQ in Arboriculture minimum level 2 and extensive post qualification experience. Driving licence to include entitlement to drive vehicles up to 7.5 tonnes towing a trailer up to 750 kg (category C1). NPTC arboriculture certification – ground work, climbing and felling. Knowledge of the legislation and regulations relating to driving. A thorough appreciation and awareness of health & safety legislation and its application in the workplace in relation to the duties of an arborist. Relevant knowledge of the range of tasks together with the operation of associated tools and equipment. An appreciation and interest in the need for the service. Chapter 8 new works and New Roads and Street Works Act (T1 and T2). First aid certificate.		Previous experience in a related area of work. Driving licence to include entitlement to drive vehicles up to 7.5 tonnes towing a trailer over 750 kg (category C1E) and/or heavier combinations (C, CE). Driver CPC card. Qualified to use mobile elevated working platform (MEWP). NPTC pesticide qualifications PA1 & PA6.	
Experience			
Substantial experience of undertaking the duties of a tree surgeon. Experience of carrying out routine vehicle safety checks. Experience of handling substances subject to COSHH regulations.			
Skills and competencies			
Able to understand and follow sometimes complex spoken and written instructions. Able to keep basic work records. Ability to drive a variety of vehicles. Specialist skills associated with the operation and maintenance of wood chippers and stump grinders. Able to plan, organise and prioritise own time and resources. Dexterity and coordination to use hand or power tools and equipment. Knowledge of PUWER regulations. Excellent communication skills to enable dealings with the public, colleagues and others on a range of issues, on a daily basis.			

Physical, mental, emotional and environmental demands		
Able to cope with the regular high level of physical demands. Able to maintain full awareness for safe working conditions with extensive periods of concentrated mental attention. Regular contact with service users and the public. Ability to operate outdoors in all weather conditions.		
Motivation		
A willingness to undertake further job related training. Reliable and keeps good time. Committed to the ethics of public service, quality and customer service. Ability to follow instructions fully, in order to achieve set tasks or objectives. Adapts to change by adopting a flexible and cooperative attitude. Supportive and adapts to team working. Demonstrates integrity and upholds values and principles.		
Other		