

POSITION NO: 1786
CLASSIFICATION: Band 3
OCCUPANT: Vacant
DATE: May 2025

POSITION CONTEXT & OBJECTIVE(S):

To maintain Councils existing tree assets in the municipality

To maintain high profile municipal areas including the CBD, Botanic Gardens and Landscaped assets to the standards expected by Council

To maintain newly planted tree assets according to maintenance schedules

Assist in the maintenance of Council municipal open space areas and all other Council assets when required.

KEY RESPONSIBILITIES AND DUTIES:

1. In conjunction with the Team Leader Roads & Drains, ensure that the works planning and programming aligns with service level agreements.
2. Manage the programming of cleansing scheduling around peak times in high profile areas to minimise impact on business operators, visitors and the public.
3. Implement plans and innovation to ensure cleansing programs continue to meet the growing demands and expectations of the community.
4. Program and provide direction to allocated staff to meet council's service level requirements and meet position objectives.
5. Ensure the use of safe work practices by staff in execution of duties at all times and ensure contractors, their agents, and staff comply with O.H. & S. and Equal Opportunity Legislation.
6. Scheduling of rosters across the Street Cleansing Team to cover weekend, after hours and other works outside normal business hours. This will involve seeking staff from other work units to fill any shortages. ▸
7. Ensure all Safe Work Method Statements / Safe Operating Procedures are current and reviewed regularly by team members
8. Provide sound and timely advice to the Team Leader Roads & Drains, / Coordinator Depot Operations and Manager Infrastructure Services on matters relating to the team.
9. Provide prompt and courteous attention to complaints, requests and enquiries raised from Council staff and the public and completion of all electronic data required for closure of customer requests.

10. Responsible to ensure that the Central Business District areas are cleaned to the highest standard reflective of the available resources. Including all street furniture assets.

KEY SELECTION CRITERIA:

Applicants should address the following in their applications

1. Knowledge of OH&S requirements inclusive of, but not limited to safe operating procedures, safe work method statements and risk assessments.
2. Ability to work across a wide range of tasks, individually and in a team environment.
3. Strong communication skills (verbal and written)
4. Knowledge & previous experience in arboriculture activities
5. Ability to carry out a wide range of physical activities including not limited to arboriculture/horticultural skills
6. Planning of one's own work/and trainees, apprentices and labourers when necessary.

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records)

☒ YES

Working with Children Check

☒ YES

OTHER DUTIES:

Responsibilities and duties included in this Position Description are subject to the Multi-skilling provisions of the Warrnambool City Council Enterprise Agreement.

ORGANISATIONAL RELATIONSHIPS:

Reports to: Supervisor Tree Planting Management & Maintenance
Supervises: Apprentices, Trainees, Labourers
Internal Contacts: All Council Staff
External Contacts: General Public, Contractors, Visitors

MUNICIPAL MAINTENANCE WORKER – ARBORICULTURE

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Able to work under general supervision
- Accountable for ensuring the quality and timeliness of work performed by oneself and other trainees, apprentices and labourers.
- Program and implement work programs and record where necessary, reporting any efficiency improvements that may be implemented.
- Carry out any arboriculture based work practices to achieve required work standards.

JUDGEMENT AND DECISION MAKING:

- The position is well defined and guidance will be available. The incumbent must have the ability to analyse problems and difficult situations and make judgments that accurately address the issue within resource constraints.
- The nature of work is usually specialised with procedures well understood and clearly documented.
- The particular tasks to be performed will involve selection from a range of techniques, systems, equipment, methods or processes.

SPECIALIST KNOWLEDGE AND SKILLS:

- Identify, discuss and resolve arboriculture and horticultural problems.
- Good knowledge of worksite traffic management regulations.
- Ability to operate and maintain a wide range of small and medium plant & machinery in a safe and efficient manner.
- Knowledge of weed and pest control techniques.
- The position will comply with Council's Human Resources, Equal Employment Opportunity, Occupation Health & Safety, Safe Work Method Statements (SWMS), Safe Operating Procedures (SOPS) and other related policies.

MANAGEMENT SKILLS:

- Ability to achieve objectives within a timetable.
- Planning of one's own work/and trainees, apprentices and labourers when necessary.
- Basic knowledge of personnel, O.H. & S. and Council practices and policies.
- Provide trainees, apprentices and labourers with direction, leadership and training.
- Able to take direction and work effectively as a team member.

INTERPERSONAL SKILLS:

- Good skill in oral and written communication.
- Ability to identify discusses and resolve any problems, relevant with position.
- Ability to gain co-operation and assistance from fellow employees and contractors.
- Provide advice and good customer relations to the general public when appropriate.
- Be polite and courteous to the general and motoring public when carrying out works.

OUR ORGANISATIONAL VALUES
WORKING TOWARDS A BETTER WARRNAMBOOL

MUNICIPAL MAINTENANCE WORKER – ARBORICULTURE

QUALIFICATIONS AND EXPERIENCE:

- Certificate III in arboriculture or equivalent.
- Experience in working in outdoor field involving municipal maintenance or related activities.
- Current Victorian driver's license is essential.
- Medium Rigid truck licence is essential.
- Worksite Traffic Management
- Legible, literacy and numeracy skills including report writing
- Chemical User Certificate
- Experience in a works environment requiring technical skills and or contract management skills.

TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms & Conditions of Employment.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	

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