

JOB DESCRIPTION

Directorate:	Executive's Department
Division:	Environment
Post No & Job Title:	T249 Arborist Team Leader
Grade:	Grade 6
Responsible to:	T190 – Tree Officer
Responsible for:	Day-to-day supervision and work allocation for Arborist – T258 (where required up to 5 arboricultural staff)
Main purpose of the job:	<p>To undertake a wide range of tree work relating to the maintenance and management of trees throughout the Borough.</p> <p>Where required provide assistance for the Grounds Maintenance Manager and Supervisor combining regular grounds maintenance work with a supervisory role.</p>

Main Duties and Responsibilities:

1. Receive instructions from designated officers within the Grounds Maintenance team relating to the work programme for tree works.
2. Direct and supervise staff effectively enforce the disciplinary requirements of the operatives in their team with regards to time-keeping, unnecessary and unauthorised travel, productivity and the misuse or unauthorised handling of machinery, tools, equipment, fuel etc. the timely delivery and the correct recording of information on time sheets, works sheets etc.
3. Ensure that all performance targets, timescales and deadlines are achieved.
4. Undertake a full range of tree work including pruning, felling, shaping etc. using full safety and climbing equipment.
5. Drive allocated vehicle in accordance with the requirements of the Highway Code.
6. Check vehicle and related plant items daily before leaving the Depot this includes the following checks: oil, water, fuel, lights, tyres, brakes and other requirements including power mechanisms.
7. Report all vehicle defects to the Workshop Manager via the relevant sheet.

8. Inspect ropes and climbing equipment to comply with LOLER regulations.
9. Carry out tree inspections, surveys and risk assessments as required.
10. Utilise all mechanical equipment, machinery and hand tools in accordance with relevant arboricultural operations.
11. Ensure that vehicles, machinery and hand tools are kept clean, secure and serviceable at all times. Set up machinery prior to use to ensure effective operation.
12. Ensure that work is carried out effectively to achieve quality and financial objectives, ensuring the safety of all members of staff and the public at all times.
13. Carry out minor maintenance or repairs to surrounding ground following works.
14. Undertake tree work outside normal working hours as and when required.
15. Respond to out of hours emergency call outs.
16. To ensure safety of all operations including works on or adjacent to the public highway by using appropriate signing, guarding and traffic management measures in accordance with Chapter 8 of the Highways Act.
17. Undertake general horticultural and maintenance works as required due to seasonal workloads.
18. To undertake the application of pesticides in accordance with the manufacturers recommended instructions.
19. As required assist with the completion of late burials.
20. Carry out any other duties within the scope and grading of the post which could also be requested by the line manager or Head of Service.

CAR USER

A car user status has not been attached to this post.

SPECIAL CONDITIONS

Duties will include work outside normal office hours.

In addition to the above the post holder will also be responsible for ensuring that:

- All necessary paper work is carried out.
- All duties will be carried out in the working conditions normally inherent in the particular jobs.
- All duties must be carried out to comply with; The Health & Safety at Work Act, other Acts of Parliament and any nationally or locally agreed Codes of Practice, which are relevant.
- Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

RESTRICTIONS

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of T249 Arborist Team Leader but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.