

JOB DESCRIPTION

Directorate:	Executive Director's Department
Division:	Environment - Operations
Post No & Job Title:	T196 - Tree Inspector
Grade:	Grade 9
Responsible to:	T242 – Grounds Maintenance and Arboriculture Manager
Responsible for:	
Main purpose of the job	To manage and maintain the Boroughs tree stock, ensuring legal compliance. Provide advice on tree health and safety and support planning with regards Tree Preservation Orders and Conservation Area Trees.

Main Duties and Responsibilities:

1. Undertake routine and reactive tree surveys across the Borough recommending works and contributing to tree management strategies.
2. To undertake, reactive low level arboriculture works as required, with no requirement to climb.
3. Assist in the administration of TPO's providing expert advice relating to the protection, maintenance and management of trees and providing formal reports as needed.
4. Carry out site surveys to update/verify protected tree data on GIS (Geographic Information Systems) and specialised databases.
5. Coordinate with external contractors and internal assets with the preparation and issuing work orders. To then monitor and inspect completed tree works.
6. Contribute to the team's development and planning permission reviews.
7. Monitor tree care on development sites in accordance with planning permissions, other statutory controls and BS5837/2012 and BS3998/2010 (Code of Practise for Tree Works) guidance. This includes highlighting good practice and relevant protocols for construction with developers to ensure trees are protected.

8. Manage a changing and fluctuating workload of responsibilities and deadlines, whilst incorporating a reactive and responsive service to external and internal enquiries that require prioritisation.
9. Contribute to the development of tree work programmes and site-specific management plans, providing expert advice and performing structured, scheduled inspections as needed.
10. Investigate high hedge complaints and provide recommendations on resolutions.
11. Provide advice and recommendations with regards to potential prosecutions for any dangerous trees on private land, unauthorised tree works and high hedge complaints.
12. Carry out site inspections and meetings, liaising with interested parties as necessary and prepare applicable reports.
13. Ensure provision and possible attendance of out of hours and emergency response incidents.
14. Provide a high level of customer service responding to and resolving a wide variety of tree related enquiries from members of the public, officials and public and private entities.
15. Contribute to administration and record-keeping (using database, GIS and paper systems) in conjunction with other technical staff.
16. Ensure compliance with standing orders, financial regulations and statutory obligations.
17. Attend Parish and Council meetings when required.
18. Liaise with a wide range of stakeholders with respect to tree related issues this.
19. Undertake any other relevant duties as may be required by the line manager or the Assistant Director – Environment Services.

CAR USER

This post does not carry a designated car user status. A van for work purposes only will be provided.

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 paperwork is carried out.
- All duties will be carried out in the working conditions normally inherent with tree works.
- 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 the Tree Inspector 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.