

Northumberland County Council
JOB DESCRIPTION

Post Title: Arborist/Tree Surgeon		Group/Department/Service: Local Services, Highways & Neighbourhood Services		Office Use
Band: 6		Workplace: Site Based (Countywide)		JE ref: 1271
Responsible to: Trees and Woodlands Officer		Date: 6th May 2019	Manager level:	HRMS ref:
Job Purpose: Undertake the provision of an efficient and effective arboricultural service.				
Resources	Staff	Supervision of apprentices		
		Overseeing seasonal/temporary staff & volunteers.		
	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 Including the following:				
<ul style="list-style-type: none">• Tree Planting and aftercare• Felling trees• Aerial tree works including pruning, crown reduction and section felling on occasions working at heights more than 20 meters• Tree stump grinding• Herbicide treatment• Single and multiple windblown and broken stems during and following storms• Visual ground and aerial inspections of trees to identify defects, pests, and disease.• Proactive approach to self-development and keeping up to date with working knowledge of best practice, relevant legislation and standards associated with the area of work.				
All the above works to designated standards and in accordance with predetermined schedules, ensuring full compliance with all risk assessments and health & safety requirements.				
2. As necessary, drive and operate a range of specialist vehicles & equipment including:				
<ul style="list-style-type: none">• 3.5T Vehicles, Category (B)• 7.5T Vehicles, Category (C) (CE)• Mobile elevating work platforms (International Powered Access Federation)• Stump Grinders (National Proficiency Test Council/Lantra)• Tracked & Tow behind chippers (National Proficiency Test Council/Lantra)				
3. Complete all necessary documentation 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 and the provision of a safe working area (including setting out appropriate traffic management measures)				
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 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 and there will be a requirement to attend refresher training to ensure the employee keeps up to date with industry changes. 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 using rope & harness access and MEWPS, with frequent walking, frequent ongoing lifting and carrying heavy items, pulling, and pushing, often on uneven ground and difficult terrain. 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/refresher 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. Due to geographical area this can lead to working in remote locations.

**Northumberland County Council
PERSON SPECIFICATION**

Post Title: Arborist/Tree Surgeon	Group/Department/Service: Local Services, Highways & Neighbourhood Services Ref: 1271	
Essential	Desirable	Assess by
Qualifications and Knowledge		
<p>NVQ in Arboriculture minimum level 2 and extensive post qualification experience.</p> <p>NPTC arboriculture certification as follows:</p> <ul style="list-style-type: none"> • Level 2 Award in Chainsaw Maintenance and Cross-cutting • Level 2 Award in Felling and Processing Trees up to 380mm • Level 3 Award in Felling and Processing Trees over 380mm • Level 3 Certificate of Competence in Individual Windblown Trees • Level 3 Certificate of Competence in Dealing with Interwoven Stems and Part Blown Trees • Level 2 Award in Accessing a Tree Using a Rope and Harness & Level 3 Award in Aerial Tree Rescue Operations • Level 3 Award in Aerial Cutting of Trees with a Chainsaw Using Free-fall Techniques • Level 2 Award in Supporting Colleagues Undertaking Off Ground Tree Related Operations • Level 3 Award in Aerial Tree Rigging • Level 3 Award in Aerial Tree Pruning • Level 2 Award in Using a Powered Pole Pruner • Level 3 Award in Emergency Tree work Operations • Level 3 Certificate of Competence in Use of a Chainsaw from a Mobile Elevating Work Platform (MEWP) • First Aid at Work + F <p>Driving licence to include entitlement to drive vehicles up to 7.5 tonnes towing a trailer up to 750 kg (category C1).</p> <p>Knowledge of the legislation and regulations relating to driving, including Driver Certificate of Professional Competence (Driver CPC) & Digital tachograph</p>	<p>Previous experience in a related area of work.</p> <p>Qualified to use mobile elevated working platform (MEWP).</p> <p>NPTC pesticide qualifications PA1 & PA6.</p> <p>Driving licence to include entitlement to drive vehicles up to and over 7.5 tonnes towing a trailer over 750 kg (category C & CE)</p> <p>Driver CPC card.</p>	

<p>A thorough appreciation and awareness of health & safety legislation and its application in the workplace in relation to the duties of an arborist.</p> <p>Relevant knowledge of the range of tasks together with the operation of associated tools and equipment.</p> <p>An appreciation and interest in the need for the service.</p> <p>Chapter 8 new works and New Roads and Street Works Act (T1 and T2).</p> <p>First aid certificate.</p>		
Experience		
<p>Substantial experience of undertaking all aspects of a tree surgery</p> <p>Experience of carrying out routine vehicle safety checks.</p> <p>Experience of handling substances subject to COSHH regulations.</p>		
Skills and competencies		
<p>Able to understand and follow sometimes complex spoken and written instructions.</p> <p>Able to keep basic work records.</p> <p>Ability to drive a variety of vehicles following additional training and required tests.</p> <p>Specialist skills associated with the operation and maintenance of woodchippers and stump grinders and mobile elevated work platforms.</p> <p>Able to plan, organise and prioritise own time and resources.</p> <p>Dexterity and coordination to use hand or power tools and equipment.</p> <p>Knowledge of PUWER regulations.</p> <p>Knowledge of and ability to work to the British Standard BS3998 Tree work-Recommendations.</p> <p>Excellent communication skills to enable dealings with the public, colleagues, and others on a range of issues, daily.</p>		
Physical, mental, emotional, and environmental demands		
<p>Able to cope with the frequent high level of physical demands.</p> <p>Able to maintain full awareness for safe working with extensive periods of concentrated mental attention.</p> <p>Daily contact with service users and the public.</p> <p>Ability to operate outdoors in all weather conditions.</p>		
Motivation		
<p>A willingness to undertake further job-related training.</p> <p>Reliable and keeps good time.</p> <p>Committed to the ethics of public service, quality, and customer service.</p> <p>Ability to follow instructions fully, to achieve set tasks or objectives.</p> <p>Adapts to change by adopting a flexible and cooperative attitude.</p>		

Supportive and adapts to team working. Demonstrates integrity and upholds values and principles		
Other		