

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | ARBORICULTURAL OPERATIVE |
| HBC Grade: | HBC5 |
| Service: | ENVIRONMENT SERVICES |
| Division: | ENVIRONMENT SERVICES |

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| **Main Purpose of the Role** |
| Under the direction of the Team Leader, to carry out all necessary tree works including the felling of dangerous trees and the planned maintenance of the Council’s tree stock. To organise work schedules and keep a record of work undertaken. To ensure that all tree works are carried out to a high standard and in accordance with British Standard 3998. |

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| **Key Duties** | |
| **1** | Day to day delivery of arboricultural maintenance services on Council sites as directed, including the felling of dangerous trees and the planned maintenance of the Council’s tree stock, in accordance with good practice. |
| **2** | To ensure that all tools and equipment are used properly, kept in a maintained condition and properly stored and secured. |
| **3** | To adhere to Health and Safety legislation and to promote safe working practices. |
| **4** | To assist in carrying out inspections of apparatus, as required, to comply with requirements of the LOLER regulations. |
| **5** | To assist in on-the-job training and give periodic instructions to both temporary and permanent staff. |
| **6** | To work with other Environment Services operational staff to ensure effective delivery of the service. |
| **7** | To hold and maintain the relevant qualifications and certificates in order to perform the functions of the role. This will include chainsaw operator’s certificates and climbing qualifications. |
| **8** | Other duties (within the qualifications and experience of the post holder) as required by Environment Services managers, including cover for absent colleagues. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| Attributes | Essential Criteria | How Identified (delete as appropriate for each criteria) |
| EDUCATION/  QUALIFICATIONS | Must hold a recognised aerial arboricultural climbing qualification (LANTRA, NPTC). | Application / Interview /Assessment |
| Must hold industry recognised relevant units of competence for chainsaw use including cross cutting, felling larger trees, working in canopy and dismantling (LANTRA, NPTC). | Application / Interview /Assessment |
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| **EXPERIENCE** | Experience working as part of an Arboricultural Team. | Application / Interview /Assessment |
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| **KNOWLEDGE** | Must have a thorough working knowledge of good arboricultural and silvicultural practice, including an awareness of British Standard 3998. | Application / Interview /Assessment |
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| **SKILLS & ABILITIES** | Must have good interpersonal skills. | Application / Interview /Assessment |
| Must be able to use a variety of arboricultural equipment including chainsaws, wood chippers, clearing saws and winches. | Application / Interview /Assessment |
| Must be able to identify common tree and shrub species. | Application / Interview /Assessment |
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| **OTHER REQS** | Will be required to undergo a full police disclosure. | Application / Interview /Assessment |
| A uniform will be provided and must be worn at all times whilst in the workplace. | Application / Interview /Assessment |
| Valid Full Driving Licence | Application / Interview /Assessment |
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| **Attributes** | **Desirable Criteria** | **How Identified** (delete as appropriate for each criteria) |
| **EDUCATION/**  **QUALIFICATIONS** | Certified to undertake LOLER inspections. | Application / Interview /Assessment |
| Membership of a professional organisation such as the Arboricultural Association or the International Society of Arboriculture. | Application / Interview /Assessment |
| NVQ 3 or equivalent in arboricultural discipline or demonstrate an advanced level of knowledge of good arboricultural practice. | Application / Interview /Assessment |
| Traffic Management -Chapter 8 New Roads and Street Works Act | Application / Interview /Assessment |
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| **EXPERIENCE** | Proven experience working as part of an arboricultural team. | Application / Interview /Assessment |
| Previous experience of answering queries from the general public on site. | Application / Interview /Assessment |
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| **KNOWLEDGE** |  | Application / Interview /Assessment |
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| **SKILLS & ABILITIES** | Organisational and administrative skills | Application / Interview /Assessment |
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| **OTHER REQS** |  | Application / Interview /Assessment |
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Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

For office use only:

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| **Date Created:** |  |
| **JE Ref:** |  |
| **Date Agreed:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.