

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Arborist	JEID	G0031
Salary Grade:	Scale E		
Team:	Forestry Section		
Service Area:	Communities		
Primary Location:	Henley-in-Arden Depot		
Political Restriction	This position is not politically restricted.		
Responsible to:	Lead Arborist		
Responsible for:	Carrying out a range of arboriculture duties as instructed		

Role Purpose

To carry out a range of tasks working within the county's forestry section, delivering a range of arboriculture and forestry projects for internal and external clients

Role Responsibilities

1. To carry out a full range of arboriculture works to a high standard. Working to BS3998:2010 Recommendations for Tree Works. Range of work includes but not limited to: tree planting, pruning, crown cleaning/dead wooding, crown lifting, crown reduction, crown thinning, clear felling, sectional felling, pollarding, epicormic growth removal, stump removal, and aerial inspections.
2. Working at heights of up to 100ft+ utilising arboricultural rope access equipment and tree rigging operations, and/or from mobile elevated working platforms/cranes
3. Carry out Forestry Operations, including but not limited to felling, winching/assisted fell operations and extraction of timber
4. Compliance with all contract specifications, service level agreements and any other recognised procedures
5. Carry out weekly recorded inspection to own personnel climbing equipment to PUWER and LOLER

standards, to assist Lead and Operational Lead Arborist with PUWER and LOLER across a variety of arboriculture and forestry equipment.

6. Use and carry out routine maintenance to plant and equipment, record keeping and pre use checks under PUWER and LOLER legislation, including chainsaws, woodchippers, stump grinders, telescopic material handlers, skid steer, tracked plant, trailers (plant and forestry trailers), forestry material handling equipment (Hiab/Front loaders)
7. Operate/drive vehicle up to 3.5 tonnes, including 4x4 vehicles with off-road capabilities, and tow trailed equipment up to 3.5 tonnes and carry out routine maintenance and daily recorded checks
8. Take all measures necessary to avoid damage, loss or theft of equipment/vehicles from work sites, depots and any other location
9. Ensure the Health and Safety at Work Act is adhered to at all times, protecting yourself, your colleagues and the general public
10. Installation of traffic signs/signals and cones in accordance with the Street Works (SWQR Operators): - New Roads and Street Works Act. Working within the Highway Network across Warwickshire
11. Follow verbal instruction given by senior operatives to include preparation of daily equipment required for the days' work, operational information/amendments.
12. To react to safety concerns that may arise during planned works
13. To deputise for Team Leads in periods of absence for holiday and sickness
14. Awareness of protected species with the ability to identify various habitats and the impact this has on tree works.
15. Work effectively and efficiently in order to meet operational targets and deadlines.
16. Required to carry out any other duties commensurate with post and grade
17. To undertake works outside normal working hours when required
18. Carry out Aerial inspection of trees as per specification
19. Have a skill base knowledge that stretches from formative pruning to large tree removals

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Experience of working within an Arboriculture team carrying out various tree works minimum 3 years' experience	A,I
Working knowledge of Arboriculture best practice	A,I,T
Ability to work alone or as an integral part of an operational unit	A,I
Driving licence with B+E	D
City & Guilds NPTC units 201, 202, 203, 222, 206, 306, 308, 309	D
Dealing with the public and difficult people	A,I
Knowledge of tree species	T,I
Willing to undertake continued training and development	A,D
Working knowledge of PUWER, LOLER and COSSH	A,I
First aid at work qualification	A,D
Carry out site specific risk assessment	A,T
Identification of pest/diseases and fungi on trees	A,T
PA1 and PA6	D

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise

out of or in connection with the work activity, but any others will be identified in the 'other' section.	
<input type="checkbox"/> Provision of personal care on a regular basis	<input checked="" type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input checked="" type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input checked="" type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input checked="" type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input checked="" type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input checked="" type="checkbox"/> Work requiring respirators or masks	<input checked="" type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input checked="" type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	