



Job Description

Job Title: Tree Surgeon	Grade/ Level:	Post Number: HC6038 v2
Directorate: Swindon Commercial Services	Job Family: Horticulture & Countryside Management	Date Prepared: 12-02 2007

Role reports to (Job Title): **Tree Gang Supervisor**

*Please attach an organisation chart showing where this job reports within the structure.

Job Purpose:

To maintain a high standard of arboricultural work with the Borough of Swindon

Key Accountabilities:

All work to be completed to prescribed deadlines and quality standards, including BS3998, and in accordance with health and safety requirements as set out below.

1. Under the direction of supervisor undertake maintenance of tree stock in areas such as parks, woodlands, shelter-belts and along roads and paths; duties include tree planting and staking, using herbicides and pesticides appropriately
2. Carry out tree felling up to and over chainsaw guide bar lengths and using ladders and cherry-pickers when appropriate, dismantle trees using a variety of lowering techniques, including using ropes, winches, slings, shackles and carabineers and heavy plant or tractors.
3. Operate and maintain various equipment including wood chippers and stump grinders; operate chainsaws at canopy and ground level
4. Complete administration tasks, including timesheets, vehicle logs, waste disposal tickets accurately and timely
5. Inspect trees with respect to their health and take account of any safety issues with respect to the general public; keep a record of action taken
6. Erect and remove the appropriate signs and barriers with respect to diversions in accordance with legislation, particularly Chapter 8 of the Traffic Signs Manual and the New Road & Street Works Act 1991, and control traffic accordingly.
7. Continuous professional development – through the appraisal system, with the line manager identify areas for training and development and ensure any qualifications / licences / certificates needed to do the work are kept up to date
8. In accordance with the Health & Safety at Work Act 1974 and subsequent amendments, the job holder is required to:
 - a. Take reasonable care so as not to endanger him/herself, work colleagues or members of the public
 - b. Co-operate with management to enable it to comply with its statutory duties for health and safety
 - c. Work in accordance with training and instructions given, making proper use of any personal equipment provided

d. Inform his / her manager of any hazardous situations of which he / she is aware

e. Comply with any local health and safety policies and procedures and undertake responsibilities relating to this role as detailed in any such policies.

Supplementary Accountabilities:

In accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy.

Job Scope: Number and type of jobs managed:

Job Scope:

Typical tasks supervised/allocated to others:

Budget:

Assets: **£50,000**

Knowledge and Experience:

Minimum –

- **Good depth and breadth of knowledge and experience in arboriculture work, including able to identify tree species and working at heights up to 125ft**
- **Relevant pesticide certificate PA1 & PA6A**
- **Full driving licence**
- **National Proficiency Test Council – Modules 30, 31, 32, 38 and 39**

Preferred –

- **Experience and knowledge of using wood chippers, stump grinders and chainsaws**
- **Knowledge of First-Aid procedures**

Decision Making:

- **Work to be carried out in accordance with BS3998**
- **Decisions made on routine tree maintenance tasks within the guidelines set out by SBC so that trees are maintained, and when necessary felled for public safety reasons and / or the health of the trees, to the work programme set out by SBC.**

Contacts and Relationships:

- **Regular verbal contact with SCS staff, managers and employees**
- **Regular verbal contact with members of the public and clients**
- **Written communication – provide records of tree management and complete routine administration forms such as time sheets, vehicle logs**

Creativity and Innovation:

- **Efficiency and effectiveness – suggest and devise improvements for contract delivery of tasks**
- **Economy – put forward ideas for the better use of resources, e.g. labour and transport**
- **Challenge procedures – make suggestions about how and when work should be done**

Job Specific Competencies: <ul style="list-style-type: none"> • HGV Licence an advantage 	
Features of the Role Working Environment <ul style="list-style-type: none"> • Outside physical work – working in all weather conditions • At times, working in unpleasant conditions including dust, traffic, noise • Hazardous conditions will exist at times, particularly on busy roads, and when handling chemicals • Potential hazards working at height 	
Potential Risks <ul style="list-style-type: none"> • Potential exists for aggression and verbal abuse from members of the public 	
<u>Values and Behaviours</u> We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying: <ul style="list-style-type: none"> • Accountability at all levels • Customer care and pride in what we do • Continuous learning and evaluation • Valuing one another and the contribution each of us makes 	
In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council’s written procedures.	
Employee Signature:	
Print Name:	Date
Line Manager’s Signature	
Print Name:	Date: