

Arborist/ Senior Arborist

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Job Description

Job Title Arborist/ Senior Arborist

Location Bennet Road

Grade/Salary Range [RG4b - RG5b; Senior Arborist - Progression Criteria \(SCP\) - subject to vacant post and budget being available](#)

Service/Directorate Neighbourhood Services
Directorate of Environmental and Neighbourhood Services

Job Purpose

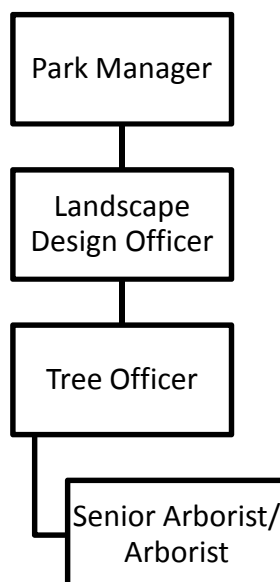
Arborist

1. To work as part of a team that is responsible for the maintenance of Reading Borough Council's trees safely and to a high standard
2. To work with internal and external customers to deliver commercial tree work, providing a high standard of customer care
3. To respond to emergency call out for fallen or dangerous trees
4. To support other grounds maintenance teams at periods of peak workload

Senior Arborist

5. To organise tree work and supervise the day-to-day operations of staff, using effectively the resources available
6. To provide a high standard of customer care, and to ensure that timely and high quality responses to customer enquiries/complaints are made
7. To carry out and record formal inspections of trees on Highways and Parks land, and to assess commercial work for quotation

Designation of Post and Position within Departmental Structure



Main Duties and Responsibilities

1. Carry out felling of and all maintenance operations to trees using specialist equipment and in accordance with NPTC Certification and best practice, including aerial work, and work from a mobile elevated working platform.
2. Carry out aerial inspection of trees, and advise the Tree Officer on the appropriate course of action.
3. Ensure the general safety of the public, clients and work colleagues, and comply with current health and safety legislation.
4. Manage small-scale tree work in the absence of a Senior Arborist where instructed by the Tree Officer.
5. Liaise with customers, contractors and other agencies to ensure the efficient running of all tree work.
6. Respond to customer enquiries in a polite and courteous manner.
7. Ensure all plant and machinery are properly maintained and secured in accordance with the PUWER 1998.
8. Apply pesticides in accordance with current codes of practice.
9. Carry out tree planting and maintenance to establishment of saplings and young trees.
10. Occasionally work with other grounds maintenance operational teams at times of peak work.
11. Participate in an out of hours emergency call out service.

Senior Arborist - Progression Criteria (SCP)

12. Assist with the planning, implementing and monitoring of work schedules for teams of arborists, making best use of resources available. Ensure works are completed on time and take remedial action where quality of work falls below expected standards.
13. Ensure the team's compliance with current health and safety legislation, and assist the Tree Officer in identifying, investigating and rectifying shortfalls in health and safety, conduct and performance standards of the team managed
14. Undertake tree inspections and assist the Tree Officer with the development and maintenance of the Borough's tree database, and with responses to enquiries.
15. Assess commercial enquiries and draw up quotations for external business
16. Liaise with contractors in the delivery of tree work, and monitor the quality of any work carried out
17. Represent the Tree Officer at meetings as required, including attendance at out-of-hours meetings with recovery of hours according to the council's flexible and lieu time arrangements.

18. Participate in the development of policies and plans to improve the council's internal tree management and external business

Scope of Job (Budgetary/Resource Control/Impact)

1. Work on own initiative and within schedules set by the Tree Officer or Senior Arborist
2. Present a professional image of the Council to commercial customers and members of the public
3. Take responsibility for specialist vehicles and equipment, and maintain tools and chippers
4. Ensure safe working and the health and safety of the public, clients and colleagues

Senior Arborist

In addition to above:

5. Responsible for day-to-day supervision of up to 5 staff
6. Set work schedules, and run both internal maintenance work and external commercial jobs
7. Carries Level 2 Health and Safety responsibility

Special/Other Requirements/Responsibilities of this Post

Level of DBS check required for this post	No Check Required
If *, does the post require a check against the list of people barred from working with vulnerable adults?	NO
If *, does the post require a check against the list of people barred from working with children?	NO
What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)	Please Specify
Is this post "politically restricted"?	YES / NO
Responsibility for Health & Safety:	LEVEL 1 (Arborist), LEVEL 2 (Senior Arborist)
Please specify responsibility for implementing the Council's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and	Please Specify - delete if N/A

monitored to mitigate risks identified

Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties & Responsibilities” above Please specify

Person Specification

Qualifications/Education/Training

1. NPTC Level 2 Certificates of Competence in Chainsaws and Related Operations
2. NPTC Level 2 Certificate of Competence to Climb Trees and Perform Aerial Rescue
3. NPTC Certificate of Competence in Mobile Elevating Work Platforms and Related Operations
4. Appointed Person's First Aid Training

Senior Arborist - Progression Criteria (SCP)

5. NVQ Level 3 in Arboriculture OR Professional Tree Inspection OR equivalent
6. Health & Safety training including Risk Assessment, Safety Inspection and Accident Investigation
7. NPTC Certificate of Competence in Tractor Driving and Related Operations OR HGV licence OR licence to tow.

Experience

1. Extensive relevant experience as an arborist including aerial rescue, sectional felling, specialist pruning, and lowering techniques.
2. Extensive experience of climbing and working safely using a rope and harness in all weather conditions
3. Knowledge of Health & Safety Legislation relating to the post.
4. Experience in dealing with the public, their enquiries and difficult customers.

Senior Arborist - Progression Criteria (SCP)

5. Experience of dealing with staff supervision issues
6. Experience of managing jobs and teams on site
7. Commercial tree work experience
8. Experience with tree inspection and database management

Skills, Abilities & Competencies

1. Ability to use a wide range of power tools, particularly chainsaws, chippers, hedge trimmers and stump grinding equipment
2. Ability to identify defects, pests and diseases by inspection of trees and select the appropriate course of action to deal with these.

3. Ability to work on own initiative or as part of a team
4. Ability to work within schedules and timetables
5. Good verbal and written communication skills
6. Commitment to customer care
7. Diplomatic but assertive with difficult customers
8. Able to manage and prioritise own time effectively
9. Able to understand and follow procedures

Specific Working Requirements

1. Full UK or European Driving Licence
2. Towing or HGV Licence: B+E or C1+E or C (Senior Arborist)
3. Commitment to Council policies including equal opportunities and environmental sustainability
4. Must be physically fit, willing to work in all weathers, and able to carry out long periods of physical work