



Murrindindi
Shire Council

Position Description

Tree Crew Officer

Professionalism Integrity Accountability Empathy





Murrindindi 2030 Vision

We are sustainable, vibrant and resilient.

We focus on growing our business opportunities.

Our communities are safe and connected, enjoying a healthy and productive lifestyle within our wonderful natural environment.

POSITION TITLE

Tree Crew Officer

JOB NUMBER

542

CLASSIFICATION

Murrindindi Council Enterprise Agreement
Band 4

SIGNED _____

GROUP

Assets & Environment

DEPARTMENT

Operations & Maintenance

APPROVED BY

Manager Operations & Maintenance

DATE

March 2025

Position Overview and Objective

The Tree Crew is responsible for completing works associated with the maintenance of trees and vegetation on Council managed land, by applying appropriate arboricultural and environmental principles and techniques, in accordance with relevant Council policies and processes.

Key Responsibilities

- Respond to and implement works to complete internal and external reactive tree maintenance requests.
- With the Arborist, plan and implement annual tree and vegetation maintenance and monitoring programs (including tree planting programs).
- Ensure programmed and reactive tree and vegetation management works are completed to appropriate arboriculture standards.
- Ensure the safe operation of plant and equipment and compliance to Council's Occupational Health and Safety (OH&S) policies and procedures, including Safe Work Procedures (SWP) and Safe Works Method Statements (SWMS).
- Provide expert advice regarding tree maintenance and risk assessments.
- Organise maintenance of assigned plant and equipment to ensure they are kept in good working order.
- Help the Tree Crew achieve its goals by sharing information, involving team members in decisions, and demonstrating commitment to the team.

- Liaise and work with other team members to ensure efficient and coordinated implementation of tree maintenance programs and service requests.
- Provide effective and efficient supervision and on the job training of staff such as trainees, apprentices, and internal staff when required.
- Work without supervision in a safe manner, using correct safety signage and other safety procedures and requirements in keeping with OH&S principles.
- Provide general information, support, guidance, and advice as required to residents &/or contractors.
- Communicate effectively and provide timely response to the public and other departments.
- Operate, maintain, and adjust tools and equipment according to manufacturers and Council policies and procedures.
- Maintain and operate plant in the most efficient and safe manner using own judgement and in accordance with Council and manufacturers maintenance standards and processes.
- Other duties as directed and appropriate to the role.

Organisational Relationship

Reports to:	Council's Arborist
Supervisors:	Tree Crew Trainee
Internal Relationships:	Coordinator Asset Maintenance Manager Operations & Maintenance Team Leaders and employees of other operational teams Other Council employees
External Relationships:	Residents Contractors Suppliers General public

Key Selection Criteria

- Good interpersonal skills with a positive attitude that can contribute to a high achieving team culture.
- Demonstrated experience in a similar role.
- Certificate III in Horticulture (Arboriculture) or extensive relevant experience.
- Certification in Basic Chainsaw Maintenance, Pole Sawing and Trimming, Cutting Fallen Trees and safe operation of wood-chippers.
- Various plant operator competencies such as backhoe and skid steer loader (desirable).
- Willing and able to work weekend, public holidays and to be a member of Council's after hours call out service.

Essential Position Requirements

The following section outlines requirements specific to this job.

Enterprise Agreement Ordinary Hours and Days Clause 16.2	Infrastructure Operations employee
Drivers Licence / Ability to travel	Required to enable travel to different sites (including within and outside the municipality) to undertake the requirements of the role This position requires the occupant to hold a minimum Medium Rigid Truck licence.
Physical Requirements	This role has specific physical requirements which may include a level of physical fitness or ability associated with tasks. May include manual handling activities, lifting of weights, bending, twisting, working at height, operating specialised equipment.
Psychological Requirements	All roles at Council have a public accountability and at times will be required to meet specified deadlines, general workload and completion demands and deal with some change that may be beyond the individual's personal control.
Checks	Police / Criminal Record Check Yes – on commencement and during employment by self-disclosure obligation. Evidence of rights to work in Australia Required Working with Children Check Not required for this role
Matters relevant to the above checks	Drives or operates specialised or heavy machinery
Information Technology Literacy	Well-developed knowledge and experience in computer literacy, using Microsoft Suite and other computer programs relevant to the position.
Work location conditions	Onsite – role is required to be performed on site (due to business needs and/or customer contact requirements)
Outside ordinary hours of work	Ad hoc requirement for outside business hour or after hour work in accordance with business needs
Qualifications / Registrations / Licences / Memberships	Endorsed (heavy vehicle) licence

Band 4 (Operations & Community Services Employees)

Accountability and extent of authority	<p>Exercise discretion within standard practices and processes, undertaking and implementing quality control measures.</p> <p>Where applicable, exercise high precision trade skills using various materials and/or specialised techniques.</p> <p>Provide direction, leadership and on-the-job training to supervised employees or groups of employees.</p> <p>Ensure all employees under their direction are trained in safe working practices and safe operation of equipment and made aware of all occupational, health and safety policies and procedures.</p>
Judgment and decision making	<p>Undertake objectives that are well defined by selecting a particular method and process of equipment to be used from a range of available alternatives.</p> <p>For supervisors, qualify the amount of resources needed to meet those objectives.</p> <p>Guidance and counsel are always available within the time available to make a choice.</p>
Specialist knowledge and skills	<p>Have the ability and skills to provide training in the post-trades or specialist disciplines either through formal training programs or on-the-job training.</p> <p>Have a thorough understanding of the relevant technology, procedures and processes used within the operating unit.</p>
Management skills	<p>Perform as a “frontline” role or where applicable supervise other frontline employees.</p> <p>Plan own work (at least a week in advance).</p> <p>Where supervision is part of the job, assist other employees in their tasks where required. Have knowledge of human resource policies and practices applicable to the work performed and supervised employees.</p>
Inter-personal skills	<p>Gain co-operation and assistance from members of the public and other employees in the performance of well defined activities.</p> <p>Where applicable, write reports in their field of expertise.</p>
Qualifications and experience	<p>Post-trades certificate (e.g. special class trades) or equivalent and/or also complete a TAFE certificate course or equivalent.</p>

Murrindindi Shire Council acknowledges that Murrindindi Shire exists on Taungurung and Wurundjeri Woi-wurrung Country. We hereby express our respect for the Taungurung people and the Wurundjeri Woi-wurrung people of the Kulin Nation as the Traditional Owners of the land that encompasses Murrindindi Shire.

Organisational Responsibilities

Code of Conduct - comply with and foster an environment where every employee can consistently meet the standards of behaviour that are outlined in the Code of Conduct. Report and address matters or concerns in a timely and appropriate manner.

Values – demonstrate and model Council's values in all aspects of your role. These values are Professionalism, Integrity, Accountability and Empathy.

Customer Service – deliver excellent service at all levels including internal and external service delivery. Engage with customers and meet community expectations in ways that foster a positive experience and deliver services using simplified but effective processes.

Diversity, Equity and Inclusion – create a psychologically safe culture where everyone feels respected, heard, included and free to speak up.

Safeguarding children, young people and vulnerable community members – promote safeguarding actions, model expected behaviours, speak up and act, and foster communities that are safe and free from violence.

Workplace Health, Safety and Wellbeing – model and set expectations to ensure safe work practice and methods for all. Follow OHS policies and procedures, immediately report and take appropriate action regarding all hazards and incidents. Work in a manner that is safe for you or all others. Use personal protective equipment clothing or equipment (PPE), reduce risks and only perform safe tasks for which you are capable, competent, appropriately trained and where applicable licenced.

Environment & Sustainability – Champion sustainability and make associated behaviour changes that foster environmental protection and sustainability in all that Council does. Create positive impacts on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.



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