

## POSITION DESCRIPTION/SPECIFICATION

### 1. POSITION IDENTIFICATION

<b>Title</b>	Supervisor Urban Forest	<b>Level</b>	6
<b>Business Unit</b>	Parks and Natural Environment	<b>Position no.</b>	00281
<b>Directorate</b>	Infrastructure Services	<b>Date Established</b>	October 2009
<b>Reporting to</b>	Coordinator Urban Forest	<b>Date updated</b>	August 2025

### 2. KEY OBJECTIVES

- Assist Coordinator Urban Forest with operational delivery of trees and streetscapes service plans/programs and the implementation of the capital works program to meet organisational and community requirements.
- Coordinate and monitor employees and contractors in accordance with agreed performance targets, providing leadership plus fostering an environment of continuous improvement.
- Monitor plant and equipment, including use of materials to achieve strategic goals.
- Provide a high level of customer service to internal and external customers.
- Undertake financial and people management responsibilities.
- Promote a safe work environment.

### 3. KEY ACCOUNTABILITIES

- All work is undertaken to a high standard in accordance with the City's strategies, plans, protocols, procedures and adopted practices, budgets and relevant legislation.
- All work is undertaken in a productive and timely manner in accordance with the City's guidelines, specifications, ISO 9001, procedures and adopted practices.
- People management activities are undertaken in accordance with relevant legislative requirements and City protocols and procedures.
- Contracted work is undertaken in accordance with the contract and the City's purchasing protocols.
- Traffic Management operations are conducted safely and in accordance with the current Main Roads Code of Practice and Australian standards.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City's safety systems.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.

#### 4. KEY ACTIVITIES

ACTIVITIES
<p><b>Outcome: Service Delivery</b></p> <ul style="list-style-type: none"><li>• Develop and implement annual work schedules.</li><li>• Coordinate work requests relating to trees and streetscapes, ensuring they are implemented in a cost effective manner while achieving City outcomes.</li><li>• Set priorities and monitor workflow.</li><li>• Regularly monitor contractor activities to ensure compliance with contract specifications.</li><li>• Attend after hours call outs when required.</li></ul>
<p><b>Outcome: Financial Management</b></p> <ul style="list-style-type: none"><li>• Assist in the preparation of the Urban Forest maintenance budget and monitor expenditure as appropriate; identifying opportunities for cost savings and taking action as required on any overspends.</li><li>• Ensure plant and equipment is utilised effectively and efficiently.</li><li>• Provide input and direction into the selection of plant and equipment.</li><li>• Order materials, raise requisitions and receipt invoices for payment.</li></ul>
<p><b>Outcome: People Management</b></p> <ul style="list-style-type: none"><li>• Undertake the recruitment and selection process to ensure alignment with corporate values.</li><li>• Set performance targets and development plans for employees that build and support a workforce that is engaged and committed to grow and develop.</li><li>• Role model appropriate behaviour and provide ongoing supervision, guidance, coaching, on-the-job training and appropriate feedback to employees.</li><li>• Monitor and manage performance of employees by providing appropriate feedback in accordance with City protocols and procedures.</li><li>• Manage employee issues in consultation with Human Resources.</li><li>• Coordinate and deliver corporate, safety and work schedule information to employees at Toolbox Meetings.</li><li>• Responsible for productivity and efficiency of teams supervised, proactively identifying and resolving any issues.</li></ul>
<p><b>Outcome: Work, Health and Safety</b></p> <ul style="list-style-type: none"><li>• Foster a culture of sound WHS practices and ensure employees work in a safe manner.</li><li>• Exercise duty of care, ensuring that safe working conditions and practices are always in place for the safety of employees and to minimise risk to the public.</li><li>• Ensure incidents, unsafe practices, accidents and/or injuries are duly recorded and reported.</li><li>• Review WHS inspection reports and action any required maintenance issues.</li><li>• Liaise with WHS Representatives and the City's WHS Team to review and complete Accident/Incident/Hazard reports and take appropriate action.</li><li>• Ensure all plant and equipment under your control is maintained in accordance with City and manufacturer requirements.</li></ul>
<p><b>Outcome: Customer Service</b></p> <ul style="list-style-type: none"><li>• Provide a high level of customer service to employees, residents and ratepayers.</li><li>• Resolve issues and provide technical information and advice as required, ensuring a coordinated approach to Urban Forest activities.</li><li>• Ensure all advice and information provided is in accordance with the City's protocols, procedures and relevant legislation.</li></ul>

- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

## 5. **WORK RELATED REQUIREMENTS**

### **Essential Skills, Knowledge, Experience and Qualifications**

#### **High Level Skills:**

- Report writing.
- Contract management.
- Written and verbal communication.
- Influencing and interpersonal skills to positively manage and resolve issues.
- Planning, organising and problem solving.
- Computer literacy, including Microsoft Office.
- Leadership, coaching, feedback and people management.

#### **Knowledge:**

- Sound knowledge of trees and shrubs selection.
- High level of knowledge relating to tree and shrub maintenance practices including planting, pruning, watering and fertilising
- Sound knowledge of WHS principles and practices.
- High level of knowledge relating to tree biology and identification.

#### **Demonstrated Experience:**

- People management.
- Financial management including budget preparation.
- Correct planting and ongoing maintenance techniques.
- Working with arboriculture/horticulture plant and equipment.
- Diagnosing and resolving tree pest and disease problems.
- Extensive experience in the maintenance of street trees and streetscapes, including trees under powerlines.
- Traffic Management.

#### **Qualifications/Clearances:**

- Tertiary qualification in Arboriculture, Horticulture or a related discipline and/or equivalent experience.
- Relevant leadership qualifications and experience.
- Chainsaw Operators Certificate.
- Current Provide First Aid Certificate (HLTAID011) (or obtained within the first 3 months of appointment to position).
- Current Elevated Work Platform Certificate (TLILIC2005A) (or obtained within the first 3 months of appointment to position).
- Current Basic Worksite Traffic Management Certificate (or obtained within the first 3 months of appointment to position).
- Current Licence to Operate a Slewing Mobile Crane (or obtained within the first 3 months of appointment to position).
- Construction Safety Induction Card (White Card).
- Current WA 'MR' or 'HR' Class Driver's Licence.

**6. EXTENT OF AUTHORITY**

- Exercise a degree of autonomy but advice is available for complex matters.
- Set outcomes for subordinates.
- Establish work priorities and monitors workflow in areas of responsibility.
- Solutions to problems can generally be found in documented techniques, precedents and guidelines. Assistance is available when required.
- Required to exercise judgment and initiative where procedures, practices and direction are not clearly defined.
- Responsible for quality control procedures, including recognising quality deviation/faults.
- Responsible for negotiation with suppliers and members of the general public.

**7. WORKING RELATIONSHIPS**

**Level of Supervision:**

- Work under general direction.
- Supervise other employees.

**Internal:**

- Infrastructure Services.
- Human Resources.
- Financial Services.
- Other business units.

**External:**

- Government authorities and agencies.
- Contractors.
- Residents, ratepayers and the general public.

**8. POSITION DIMENSIONS**

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	2
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