

Directorate:	City Presentation	Department:	Parks Department		
Position Grade:	Grade 13	Reports to:	Parks Coordinator - Trees		
Last review:	October 2022	Next review:	October 2024	Version No.:	2.00

Position purpose:

The position purpose is:

- To assist the Parks Coordinator -Trees in identifying, planning, coordinating and supervising maintenance activities associated with public lands within the local government area.
- To provide Safety audits of council tree assists and timely service to the community and other stakeholder to address public safety.
- To develop Council's public tree maintenance program and project management of external contractors.
- To provide proactive and reactive maintenance programs for trees located on Council owned or managed sites.

Key accountabilities/responsibilities:

Responsible for:

- 1) Develop and supervise inspect tree operational team's activities and contractor works to ensure efficient and effectiveness of delivery of council programs.
- 2) Liaise with and Coordinate in regards to Contractor activities including Section 94 Street Tree Planting.
- 3) Undertaking tree inspections and reports while accurately estimating the time and resources necessary to complete a project successfully and to maximise customer satisfaction.
- 4) Effectively plan and coordinate contractors and staff ensure that operational requirements are always met whilst adhering to best practice and Australian standards.
- 5) Keeping accurate recording and monitoring of works carried out.
- 6) Providing input into contract development and undertake daily expenditure, including accounts payable and receivable in relation to contractor works and tree operational teams within delegation.
- 7) Undertaking any other requests/duties requested by the Parks Coordinator- trees associated with the operational requirements of the Parks teams as well as the provision of statistical information for Key Performance Indicator's and monthly reporting.

Decisions made in the position:

- 1) Program development and implementation, including budget allocation as per Council's Management Plan
- 2) Development of internal and external work programs
- 3) Approving the removal of trees in line with appropriate safety and environmental assessment guidelines

Decisions referred:

- 1) Appointment and dismissal of staff
- 2) Allocation of budget outside of delegation

Key issues/challenges:

- 1) Meeting the obligations of the works programs in a timely and efficient manner
- 2) Coordination of programs to meet the needs of the community
- 3) Management of work teams programs
- 4) Prioritise work programs to meet organisational goals

Key working relationships:

- Parks Coordinator – Trees
- Manager City Works
- Other Coordinators and work teams
- Parks Operative Staff
- Director of City Presentation
- Team Leaders
- Other Council departments

POSITION SPECIFICATION

ESSENTIAL CRITERIA

Qualifications/Licences

- Current Class C Drivers Licence
- Diploma of Arboriculture or equivalent AQF 5 certified and relevant experience
- Continued professional development as required

Experience

- Experience in coordination of Contract programs
- On ground experience in supervising of operational activities
- Experience in writing Tree assessment reports
- Experience in the operation of computer software applications including Microsoft Office (Outlook, Word and Excel)
- Experience in relevant financial administration and budget control
- Experience in managing the expectation of internal and external customers
- Experience with the development of tender specifications and tender evaluation

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Good understanding of arboriculture techniques and practices
- Understanding of asset management
- Knowledge of contract administration

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Good written and communication skills
- Highly developed decision making skills
- Ability to work as a team member

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Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous