

CITY OF GREATER GEELONG

POSITION DESCRIPTION

GREATER GEELONG: BUILDING OUR COMMUNITY THROUGH ENTERPRISE, OPPORTUNITY AND INNOVATION IN A QUALITY ENVIRONMENT

POSITION TITLE:	Supervisor Power Line Clearance
POSITION NUMBER:	2240
DIVISION:	City Services
DEPARTMENT:	Parks & Gardens
CLASSIFICATION:	Band 5
REPORTS TO:	Coordinator Tree Management
DIRECTLY MANAGES:	Contractors
INTERNAL LIAISONS:	Employees at all levels of the organisation
EXTERNAL LIAISONS:	Ratepayers and businesses, community representatives, consultants and contractors, advisory groups, relevant State and Federal government departments, including Energy Safe Victoria (ESV)
DATE:	May 2017

POSITION OBJECTIVES:

The Parks & Gardens Department is responsible for the effective and sustainable management of Council's open and outdoor spaces including community parks, reserve assets, streetscapes and recreational spaces.

The Supervisor is predominantly responsible for developing an annual Electric Line Clearance Management Plan (ELCMP) for Council, delivering a tree inspection and pruning program that ensures Council's compliance with the Electric Safety (Electric Line Clearance) Regulations 2015, and managing Council's tree database.

POSITION RESPONSIBILITIES:

1. Role model and actively promote Council values in all aspects of duty
2. Develop an Electric Line Clearance Management Plan that meets all legislative requirements within the date provided.
3. Systematically inspect all Council tree assets within the proximity of overhead power lines and compile an inventory of works required to maintain trees in accordance with the relevant legislation.
4. Provide effective guidance to contractors, focused on delivering high-quality outcomes.
5. Respond courteously and efficiently to customer requests concerning all line clearing operations.
6. Manage all data entered into Council's tree database.
7. Ensure OH&S requirements are implemented and identify and report any hazards.
8. Adhere to all Council's policies and procedures as relevant to this position.

9. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity eg. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

KEY SELECTION CRITERIA:

1. Certificate IV in Arboriculture and some experience in a similar role.
2. Demonstrated knowledge of arboricultural practices and tree assessment techniques.
3. Proven supervisory experience within a Parks & Gardens, Reserves or Open Space environment.
4. Highly developed communication skills, both written and verbal.
5. Competent in using computer software packages and managing large databases.
6. Experience in promoting a 'safety culture' to all staff and contractors.
7. Genuine interest and experience in driving continual improvement activities and delivering cultural change in a challenging environment.
8. Commitment to adhering to the Council code of conduct, values and all policies and procedures relevant to this position.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for coordinating local work planning and program delivery within established outcomes and budgets.
- Responsible for the health, safety and wellbeing of the team, ensuring all team members are aware of applicable SOPs and trained in safe work practices.
- Ensures Council's tree database information is current and accurate.

- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- Assesses the conditions of trees, identifying and prioritising the works required to achieve compliance with the regulations.
- Ensure the correct application and utilisation of Councils tree management guidelines
- Decisions made will have a significant and direct impact, however will be subject to review and guidance in all instances.
- Guidance and counsel will be available from the Coordinator Tree Management.

SPECIALIST SKILLS AND KNOWLEDGE:

- Working knowledge of Electricity Safety (Energy Safe Line Clearance) Regulations 2015, and other applicable legislation, guidelines and practices.
- Ability to explain and apply Council's tree management guidelines.
- Ability to identify tree species and predict growth rates.

MANAGEMENT SKILLS:

- Sound resource management skills across time, priorities and work planning.
- Solid leadership skills with the capacity to motivate and monitor individual and team (including contractor) workflows and priorities to achieve strong service delivery and performance.
- Basic understanding of human resource management and employee relations practices, including successfully resolving low-level local workplace issues and/or matters with the support of the Coordinator Tree Management and/or the HR Business Partner.

INTERPERSONAL SKILLS:

- Capacity to effectively coordinate resources to deliver quality outcomes within a local setting.
- Proactive, positive and professional attitude with a flexible approach.
- Highly developed issues management capability with experience in negotiating successful resolutions with a diverse range of internal and external stakeholders, clients and contractors.

QUALIFICATIONS AND EXPERIENCE:

- Certificate IV in Arboriculture.
- Cert II in ESI - Powerline Vegetation Management.
- Experience in powerline vegetation management would be advantageous.
- Experience in the operation of tree management plant and equipment
- Current Victorian Driver Licence.

ADDITIONAL INFORMATION:

- The formal starting point for this position will be one of Council's three Operations Centres (Depots), but will be required to work across the municipality.

HOW TO APPLY

Applications close: 5:00pm Friday 26 May 2017

Contact Person: Alan Dawson, Coordinator Tree Management Unit, 5272 4946

Submit your online application at <https://www.geelongaustralia.com.au/employment>

If you are unable to submit an online application please send your application to:

Recruitment Administration Officer
Organisation Development
City of Greater Geelong
PO Box 104
GEELONG VIC 3220

Privacy Statement

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