

# Team Leader Arboriculture POSITION DESCRIPTION



<b>Position Number:</b>	3305
<b>Department:</b>	Communities & Lifestyle
<b>Section:</b>	Open Spaces & Recreation
<b>Unit:</b>	Arboriculture and Street Scapes
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	Level 6 - Rockhampton Regional Council Certified Agreement 2022 – External Employees
<b>Reports To:</b>	Supervisor Arborist
<b>Revised:</b>	April 2026

## General Position Statement

This position supports Council's direction by supervising the day to day provision of specialist care for the regions trees and street scapes in a professional, efficient and confidential manner ensuring the development of good working relationships with all staff and the public.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

## Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Supervise day to day vegetation management tasks of the team.
- Conduct tree activities including removal and pruning of street and park trees in the region.
- Assist in the assessment of the health of street and park trees.
- Assist in providing recommendations for the removal or treatment of unhealthy and problem trees.
- Contribute to the improved knowledge of proper tree care among staff of the Section.
- Carry out specialist arboriculture treatments commensurate with skills and abilities as required by the position.
- Carry out horticultural and arboriculture project as required.
- Ensure regular maintenance and servicing of all relevant equipment is conducted in line with unit procedures.
- Contribute to the full understanding of the team's procedural manuals with all members of the team.
- Update and maintain weekly schedules for the specific allocated areas.
- Fill in all appropriate Key Performance Indicator documentation.
- Adjust the matrix for your team to ensure further productivity.
- Supervise and assist lower classified officers.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.

# Team Leader Arboriculture POSITION DESCRIPTION



- Undertake other relevant duties as directed, consistent with skills, competence and training.

## Position Requirements

Your suitability for this role will be assessed against the following competencies.

### Skills/Competencies

- Supervisory skills and a commitment to high service standards.
- Strong working knowledge of work procedures relevant to the work area.
- Demonstrated ability to perform specialised arboriculture treatments relevant to the position.
- Working knowledge of small machines and tools including maintenance and servicing requirements.
- Knowledge of effective pruning techniques and a range of cutting and pruning equipment.
- Experience in the safe operation of plant and machinery used for all tree operations.
- Good knowledge and understanding of WH&S procedures and policies.
- Working knowledge of the maintenance and installation of irrigation systems.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.

### Qualifications

- Qualifications in Certificate III in Arboriculture and substantial work experience relevant to the position.
- Construction Industry Induction (White Card).
- Operate and Maintain Chainsaws and Fell Small Trees Certificate.
- Be licenced to undertake traffic control duties as per the Traffic Controller Accreditation Scheme.

### Desirable Qualifications and Experience

- Diploma qualification in Arboriculture or willingness to obtain.
- First Aid Certificate.
- Elevated Work Platform ticket.
- Fall trees manually Certificate or ability to gain.
- Traffic Management Implementation (formerly referred to as Level 2 Traffic Management).
- Ability to legally operate a motor vehicle under a "HR" Class Licence.
- Certificate of Competency to operate mobile plant (front-end loader).

### Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council.  
*One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

# Team Leader Arboriculture POSITION DESCRIPTION



## Leadership Capabilities

- Council's Leadership Capability Framework – meets standards of performance and behaviours in line with our Leadership Capability Framework and leadership level Operational Leadership: Build and maintain Trust; Deliver Results, Customer and Community Driven, Lead and Enable Change and Commit to Personal Growth. Further Information Appendix A.

## Work Environment and Physical Demands

- This position is an outdoor role and will require the employee to carry out physical tasks which may include manual handling of up to 25kg, repetitive bending, kneeling, twisting and/or squatting, working in confined spaces, and working at heights.
- For plant operations there is a maximum seat rating for tip trucks of 120kg and Semi tippers of 150kg.

## Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to legally operate a motor vehicle under a "HR" Class Licence.
- Ability to climb trees and work in a range of weather environments.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised against Hepatitis A&B, Tetanus and Lyssavirus.

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## Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

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## Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

<b>Authorised By:</b>	Manager
<b>Signature:</b>	
<b>Date:</b>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	

# Team Leader Arboriculture POSITION DESCRIPTION



## Appendix A: Leadership Capability Framework – Leadership Level Operational Leadership (Team Leaders and Supervisors)

Key Leadership Capabilities	Leadership Standard / Behaviour	Standards / Behaviours Required at this Leadership Level
Build and Maintain Trust	Engage and Inspire our People	Ensures alignment between work and Council's vision to engage and inspire others.
	Empower our People	Empowers others and builds trust and confidence through coaching.
	Enable Teamwork and Collaboration	Ensures teamwork and collaboration within and across teams.
	Effectively Communicate across the Organisation	Fosters open and transparent two way communication and ensures that communications are received and understood by team members and other stakeholders.
	Build Effective Enduring Relationships	Engaging in and supporting others to build effective and enduring relationships built on trust and respect.
Deliver Results	Manage People Performance	Ensures the alignment and achievement of goals through setting clear expectations, providing feedback, support and recognition to employees.
	Develop our People	Identify opportunities to provide development opportunities and coaching to others.
	Demonstrate Ethical and Accountable Decision Making	Develops own and team's organisational, political and cultural awareness.
	Demonstrate Organisational and Situational Awareness	Makes decisions in situations where there is scope for interpretation.
	Maintain a Strategic Focus	Coordinates resources to achieve Council's strategic objectives and supports others to understand how their role aligns.
	Plan and Organise Resources	Plan and organise resources to ensure the team delivers work within deadlines of to a quality standard in a safe and cost effective manner.
Customer / Community Driven	Be Customer and Community Focused	Focus on the purpose of Council and delivering what's best for the customer and community in line with vision.
	Manage customer and stakeholder relationships	Anticipates and adapts to customer and stakeholder needs.
Lead and Enable Change	Lead Change Effectively	Manages the process of change to ensure successful implementation.
	Lead Continuous improvement and Innovation	Supports others to identify, gain acceptance and implement continuous improvement opportunities.
Commit to Personal Growth	Commit to Personal Growth and Learning Agility	Commits to own personal growth and learning agility and shares learnings with others.
	Lead with Emotional Intelligence	Develops emotional intelligence and awareness of impact of actions on others.
	Build and maintain Technical and Operational Competence	Maintains own technical and operational competence and supports others to develop and maintain their competence.