

POSITION DESCRIPTION

Urban Forest Officer

POSITION DETAILS

Date of Position Description	November 2024
Position Title	Urban Forest Officer
Position Grade	10
Directorate Business Unit	Directorate City Assets and Operations
Reports to	City Arborist – Public Trees
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements
Job Location	316 Victoria Road, Rydalmere <i>(Council retains the right to alter locations should the operational need arise)</i>

POSITION OVERVIEW

The focus of this position is to manage the risks associated with trees in an urban environment and maintain the ongoing viability of the urban forest in accordance with Australian Standards, industry best practice and City of Parramatta strategies and policies. This position also has a strong focus on customer service and conflict resolution while ensuring quality outcomes and WHS compliance.

KEY RESPONSIBILITIES

Role Specific

- Inspect street and park trees and assess them regarding tree species, health, structural integrity and risk to the community. Document this information and make recommendations for remedial works, including removal, replanting;
- Undertake and administer inspections, recommendations and reporting for tree bonds, requests related to development or construction activities and tree offset fees and plantings.
- Manage and coordinate the public tree planting program.
- Carry out investigations into issues such as insurance claims and similar matters relating to trees and providing relevant reports;
- Assess the impacts of proposed developments on existing trees;
- Review compliance with tree protection conditions and bonds
- Maintain and update relevant data bases such as the management and ongoing updating of tree management software.
- Prepare evidence for submission to Council and legal authorities where litigation is or may be involved;
- Act as an expert witness in the Land and Environment Court and Local Court as required;
- Prepare reports for insurance claims regarding trees;
- Undertake and administer construction inspections of internal and external capital works that will be handed to parks and open space as the asset owner
- Provide technical and procedural advice within parks and open space including works associated with development activities and ensuring council specifications, DA and VPA conditions are met.
- Provide SME input to generate annual and long term renewal and maintenance programs consistent with asset management policy, strategies and plans for parks and open assets

- Provide a prompt, courteous and effective service to all internal and external customers.

Baseline

- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Build in performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Comply with Council policies, including the COVID 19 Vaccination Policy, as amended from time to time

KNOWLEDGE

Qualifications

- Diploma of Arboriculture – AQF level 5 or tertiary qualifications in a related discipline
- TRAQ and QTRA
- Class C Driver's Licence
- Construction Induction (white card)

Experience

- Extensive experience in arboriculture and urban forestry management;
- Sound knowledge of relevant Australian Standards, in particular, Pruning of Amenity Trees and protection of Trees on Development Sites;
- Experience in landscape construction techniques with the ability to read architectural and landscape plans, and conduct Tree Surveys, including hazard assessments;
- Excellent communication and report writing skills;
- Understanding of Local Government Act, the Development Assessment process, the Environmental Planning & Assessment Act and other relevant legislation;

Skills

- Tree asset database management skills
- Experience in horticulture with good plant identification skills
- Ability to use Geographical Information System (GIS) software;