



Job Description

Position title: Coordinator Arboriculture

Reports to: Team Leader Parks Operations (Horticulture and Arboriculture)

Purpose of the role

To assist the Team Leader Parks Operations (Horticulture and Arboriculture) by leading a team implementing field operations to ensure provision of quality arboricultural services that meet a high level of performance and customer expectations:

1. Lead a team of staff daily, to carry out arboricultural operations in the field.
2. Ensure work is conducted as outlined in contracts, agreements, work instructions, standards and specifications.
3. Plan activities to ensure that routine and programmed works are implemented within timeframes and available resources to achieve required outcomes.
4. Assume responsibility for the task, staff, equipment, and allocated resources.
5. Focus on continuous improvement and delivery of professional services.
6. Foster professional knowledge, practice and learning within the team.

Key relationships

Internal: Parks field staff, Team Leaders, Technical Officers, District Arborist, Managers, Customer Response Officers, other council staff.

External: Contractors, Sub-contractors, Industry Contacts, Suppliers and Advisors, Customers, Users.

Key responsibilities

Supervision of staff (10 per cent of job, high importance)

Means:

- Lead a team of staff to achieve operational requirements.
- Promote and maintain a professional work ethic among staff.
- Provide consistent and constructive feedback.
- Monitor and control timekeeping.
- Correct staff non-compliance.
- Provide direction to staff in the performance of their functions in accordance with Human Resource policies and practices of the council.
- Staff are effectively and efficiently deployed without distraction to maintain high output.
- On the job training and induction is given with demonstration of adopted procedures and best practice.
- Monitor compliance.
- Encourage open communication between staff and other work teams.

Expected results:

- Appropriate supervision is provided to staff to allow them to meet job requirements.
- Potential of all staff is realised and positively directed.

- A positive working relationship is established to foster a team environment and to ensure job requirements are met.
- Staff are trained to achieve set standards and specifications.
- Ensure a commitment to professional quality arboricultural work.
- Ensure productivity.

Supervision of operations (80 per cent of job, high importance)

Means:

- Organise the integration of staff, equipment and resources to achieve quality operations.
- Communicate work requirements and standards of expectation effectively.
- Anticipate future work requirements and plan ahead.
- Ensure the team achieves expected outcomes.
- Assist to establish priorities and meet set deadlines.
- Work sites are maintained safe and secure and hazards are identified and mitigated to carry out all work safely.
- All health and safety documentation records required are achieved.
- Staff are inducted to work sites and trained and monitored in safe working practices and procedures.
- Assist to monitor contractors.
- The servicing and maintenance needs of the works are met and other related needs of the sites are reported.
- Opportunities for improvements are identified, reported and acted on.
- Report and provide information to maintain relevant records.
- Build an in-depth knowledge of the area of operation.
- Liaise and cooperate with other teams to achieve workload requirements.

Expected results:

- Plan, coordinate and implement and supervise daily, weekly and monthly work requirements for the team.
- Work is carried out safely in conjunction with all NPDC and Parks health and safety policies in line with the relevant health and safety and environment legislation.
- Accurate information is collected and provided for record keeping.
- Provision of services meet required standards and specifications of contracts, agreements and instructions.
- Maintenance practices are refined and areas are managed to improve both effectiveness and efficiency of operations.

Supervision of tools, vehicles and other resources (5 per cent of job, high importance)

Means:

- Plan and coordinate the use of tools, machinery and equipment to ensure the best deployment and utilisation is achieved.
- Ensure equipment is maintained in an excellent condition and maintenance records accurately kept.
- Ensure tools, machinery, equipment and vehicles are respected and used in accordance with manufacturers recommendations and are safely stored, secured and transported.
- Ensure resources are economically utilised.
- Stocklists are kept and loss or damage is reported as soon as it occurs.
- Anticipated future needs are reported.

Expected results:

- Resources are effectively and efficiently deployed and utilised.
- There is accountability for allocated tools, equipment, vehicles and resources.

Customer focus (5 per cent of job, high importance)

Means:

- Provide services that are effective, efficient, consistent and focused on anticipating and exceeding customer expectations.
- Provide information to customers in a way that conveys rationale, professionalism and consistency.
- Escalate requests to Team Leader.

Expected results:

- Customers receive services which exceed their expectations.
- Measured level of customer satisfaction increases.
- Development of customer services increases.
- Public enquiries are met.

Core competencies (all of the following)

- Health and safety.
- Work quality.
- Productivity.
- Communication skills.
- Contribution to Parks effectiveness.

Specific competencies (where applicable):

- Leadership and the ability to motivate and relate to staff.
- Ability to organise.
- Ability to create team effectiveness.
- Appropriate technical and industry knowledge.
- Sound tree knowledge.
- Rope and harness and tree climbing skills.
- Ability to work at heights.
- Ability to teach and pass on information so that it is readily accepted by others.

Cognitive competencies

- Normal pressures associated with staff supervision.
- Ability to be diplomatic and sensitive when dealing with staff and the public in difficult circumstances.
- Ability to follow and monitor procedures and practices.
- Ability to assess hazards to safety and to document these and improve processes.

Physical competencies

- Above average levels of upper body strength, fitness and flexibility to be able to manage the climbing demands of the job.
- Ability to operate and demonstrate a wide range of equipment and powered tools.
- Ability to attach and operate implements and machinery.
- Ability to lift up to 20kg.
- Working on banks and sloping ground.
- Sweeping and shoveling.
- Clear diction.
- Cardio-vascular fitness for age group.
- Absence of OOS.
- Absence of debilitating allergies.

Qualifications and knowledge

- Relevant qualification in the arboriculture industry.
- Driver's licence for relevant vehicle classes.

Experience

- Field experience as a climbing arborist.
- Operation of arboricultural equipment and machinery.
- Demonstrated competency in the supervision and development of staff.
- Familiarity with professional industry standards, procedures and practices.

Major challenges

- To assist the Team Leader Parks Operations (Horticulture and Arboriculture) to achieve a professional and focused service team.
- Effective implementation of daily work requirements.
- Effective work site assessment and management.
- Ensure staff provide a credible and consistent public interface.
- Develop personal and professional staff skills and technical knowledge.
- Assist to develop personal and professional staff skills and technical knowledge amongst the team.
- Improve and develop procedures to ensure a high degree of operational health and safety.

Key performance indicators

- Satisfaction of Manager and Team Leader Parks Operations (Horticulture and Arboriculture).
- Professional and consistent service delivery.
- Customer satisfaction.
- Employee development.
- Efficient utilisation of resources – people, knowledge.
- Accidents/incidents.
- Complaints.
- Absenteeism.

Scope

To perform arboricultural duties as directed by the Team Leader Parks Operations (Horticulture and Arboriculture) to meet a high level of performance and customer expectations within the scope duties of (but not necessarily be restricted to):

Duties

To work in the field alongside staff to:

- Supervise, induct and assist with training and development of staff.
- Coordinate field staff and their resources within the arboriculture operation.
- Lead, monitor and provide direction to arboriculture work teams.
- Identify, report and act on opportunities for improvement to the operation, systems and outcomes
- Provide quality control for the operation.
- Maintain records.
- Assist with development of standards and procedures.
- Train, induct and assess staff in safe working practices and procedures.
- Tree prune.
- Tree dismantling/roping down.
- Tree felling.
- High and low level tree work.
- Rope and harness climbing.
- Ladder, crane and EPV work.
- Power line clearance.
- Site set-up of signage and security.
- Process, lift and load cordwood, mulch and prunings.
- Cable brace.
- Tree plant.
- Tree care and establishment and maintenance of tree protection structures and fittings (stakes, ties).
- Operate, care and maintenance of arboricultural machinery and equipment including chippers, stump grinders, chainsaws.
- Assist the Team Leader Parks Operations (Horticulture and Arboriculture) with other duties as required.
- Cooperate and communicate effectively with other Parks staff and contractors.
- Offer appropriate response to customer enquiries in the field.
- Conduct all works to achieve adopted standards, specifications and landscape character policies.
- Conduct all works in accordance with the councils health and safety policies and ensure all required documentation is maintained.

Areas

Including but not restricted to:

- Reserves (including coastal, bush remnants, parks).
- Cemeteries and crematorium.
- (Pukekura, Brooklands and Foreshore).
- Streets (formed and unformed street reserves and carriageways, Transit corridors).
- Notable trees (both private and public land).



COORDINATOR ARBORICULTURE - PARKS GENERAL INFORMATION AND SCHEDULE OF DUTIES AND CONDITIONS OF APPOINTMENT

THE NEW PLYMOUTH DISTRICT

Geography

New Plymouth District is one of the largest districts in New Zealand and covers an area of 232,400ha (2324.26 sq kms) stretching from the Mohakatino River in the north to the Hangatahua (Stony) River in the south and inland as far as Tariki.

The district includes the city of New Plymouth, towns such as Waitara, Inglewood, Urenui, Okato, Bell Block and Oakura, and many other smaller rural communities.

The focus of the landscape is Mt Taranaki/Egmont (2,518m) and the Egmont National Park (33,000ha).

Location

New Plymouth city is about half way between Auckland and Wellington and only a four and a half hours' drive from either city. There is a network of high quality roads connecting the main city with smaller towns in the district.

From the New Plymouth Airport there are direct air services several times a day to Auckland and Wellington and connecting flights to most other New Zealand cities.

Climate

New Plymouth has a warm, moist, temperate climate with average summer afternoon temperatures of 21-22° Celsius and average night-time temperatures dropping to 12-13° Celsius. Average winter afternoon temperatures are 13-14° Celsius with night-time temperatures dropping to 5-6 ° Celsius. The average annual rainfall is 1,436mm.

Population

The New Plymouth District has a population of 68,901 - nearly two thirds of the total population of the Taranaki region. Its largest settlement is New Plymouth City (45,228 at the 2006 census), followed by Waitara (6,288), Inglewood (3,090), Oakura (1,359), Okato (531) and Urenui (429).

History

Maori inhabited the Taranaki region from as early as 800 AD. The first European settlers came to New Plymouth from Plymouth, England on the William Bryan, the Amelia Thompson and the Oriental in 1841 and New Plymouth became one of the first formal settlements in New Zealand. European settlement expanded along the coast and inland into what is now the New Plymouth District and Taranaki.

Iwi

The boundaries of New Plymouth District Council cross the rohe (boundaries) of six iwi. These iwi reached New Zealand on a number of waka, with the last migrations arriving in the Tainui, Tokomaru and Kurahaupo waka. Starting in the north, the iwi are Ngati Maniapoto, Ngati Tama, Ngati Mutunga, Ngati Maru, Te Ati Awa and Taranaki. There are also other territorial authorities within the rohe of some of these iwi.

Economy

The local economy is based mainly on agriculture, particularly the dairy industry, with other significant industries including horticulture, heavy and light engineering, manufacturing and tourism. Energy and

related industries are also important. On-shore oil was discovered as early as 1865 from the Alpha well in Moturoa. In the late 1970s the offshore Maui A well began production of natural gas. All this encouraged overseas investment and a flourishing energy and petrochemical industry developed. Synthetic fuel, methanol, resins, urea and liquefied petroleum are all processed in the district and handled by Port Taranaki.

Cultural Facilities

The district is well endowed with cultural facilities and opportunities. Library services are provided through the integrated museum and library Puke Ariki (in New Plymouth), which is supported by community libraries in Urenui, Waitara, Bell Block, Inglewood and Oakura. Puke Ariki houses one of the richest museum collections of taonga and heritage in New Zealand while the contemporary Govett-Brewster Art Gallery has an international reputation for providing challenging and fascinating exhibitions. The Govett-Brewster is also home to the highly-regarded Len Lye collection. The district has many theatre groups and the TSB Showplace and TSB Bowl of Brooklands are actively supported by the council.

Parks and Gardens

The area's climate is ideal for the parks, reserves and gardens which are a highlight of the district. Pukeiti's rhododendron gardens on the slopes of Mt Taranaki/Egmont attract visitors from all over the world to the annual rhododendron festival. More than 100 private gardens also open during the festival week. New Plymouth's Pukekura Park is one of the most beautiful in New Zealand and its award-winning Christmas/New Year lighting display, the TSB Bank Festival of Lights, is a major tourist attraction.

Sport and Recreation

All major and most minor sporting codes are represented by clubs in New Plymouth and, compared with other areas in New Zealand, New Plymouth has a significant proportion of the population interested in keeping fit through a variety of activities.

Mt Taranaki/Egmont and the Kaitake and Pouakai ranges are within 30 minutes' drive of New Plymouth and provide for bush walks, tramping, summer and winter alpine climbing, rock climbing and skiing.

The sea and beaches on New Plymouth's doorstep plus the other Taranaki coastal areas provide for swimming, surfing, windsurfing, yachting, fishing and other water sports. Streams and rivers flowing from the mountain to the sea provide for fishing and canoeing. New Plymouth District has an aquatic centre with a 25m covered heated pool for all year swimming, and large indoor and outdoor stadia catering for a variety of sports.

NEW PLYMOUTH DISTRICT COUNCIL

History

New Plymouth District Council was formed on 1 November 1989 by the reorganisation of four former local authorities: New Plymouth City Council, Clifton County Council, North Taranaki District Council and Inglewood District Council.

Since November 1989 New Plymouth District Council has come a long way to achieving its main objective - to establish a uniform authority that would function more effectively and efficiently, with a higher standard of service delivery than existed under the previous four authorities.

A major advantage of the reorganisation was that finances were available to provide a more professional staff resulting in higher standards of service. The pooling of resources for a much larger area meant that the council could apply the "one bucket" principle and make sure that resources went to where they were most needed.

When council staff moved from several different buildings around New Plymouth into the new purpose-built Civic Centre it improved communication, efficiency and staff morale, and symbolised the cohesiveness of the new district council.

Organisation

The council's many functions are grouped into four major groups – Customer Services; Community Assets; Support Services; and the Chief Executive's Office. The heads of each group, along with the head of communications, iwi relationships, the manager organisational development and the Chief Executive, comprise the Executive Management Team.

CONDITIONS OF APPOINTMENT

The general conditions of appointment are set out in the Parks Collective Employment Agreement.

a) Remuneration

The remuneration for the position is \$34,255 (85 per cent) to \$40,300 (100 per cent) per annum.

b) Hours of Work

The ordinary hours of work shall be up to eight hours per day to be worked between 6am and 6pm on any day and to be rostered up to any five of the seven days Monday to Sunday inclusive.

c) Dress

The appointee shall be issued with a Parks uniform which must be maintained in a tidy condition.

d) Health and Safety

The appointee shall be required to wear appropriate safety equipment as and when necessary and co-operate and participate in the council's health and safety programme. Safety equipment will be provided by New Plymouth District Council.

APPLICATIONS

Applications headed "**Confidential**" must be addressed to:

Human Resources
New Plymouth District Council
Private Bag 2025
NEW PLYMOUTH 4342.

Every application must be accompanied by an application form and a curriculum vitae detailing:

- Full name.
- Residential address.
- Contact telephone number.
- Full details of all education and academic qualifications and any specialised training.
- Details of present and previous employment.
- Interests and involvement in activities other than those associated with employment.
- The names of, and means of contacting, three referees.
- Such other information that might assist in determining the applicant's suitability.

Any applicant canvassing any elected member of the council or of any community board shall automatically be disqualified from appointment; provided that this shall not preclude any applicant from nominating any such elected member as a referee.

Applications close at 4pm on Wednesday 25 June 2008

Cathy Thurston
MANAGER ORGANISATIONAL DEVELOPMENT
11 June 2008



APPLICATION FOR EMPLOYMENT

**(Please attach your curriculum vitae to this application,
including names of referees and contact details.)**

PERSONAL INFORMATION UNDER THE PRIVACY ACT 1993

The information provided on this form will be used to process your application. The information requested is not required by law, but if insufficient information is provided your application may not be considered.

Council employees having direct access to this information include the staff of Human Resources and staff responsible for the position. Under the Privacy Act 1993, you have a right of access to personal information about you held by New Plymouth District Council and you are also entitled to request information about you to be corrected. This information will be held securely in New Plymouth District Council's files for a maximum period of 12 months from the time an appointment is made, after which time it will be destroyed, unless you are the appointee in which case the information will be placed on your personal file.

NOTE: Completion of this form does not indicate any commitment to employ you.

(Delete One)

Position applied for: _____ Date: _____
or student employment

How did you find out about this position? _____

1. PERSONAL INFORMATION:

Family Name: _____

First Names: _____ **Preferred Name:** _____

If you are known by other names, please record them here: _____

Title if desired (optional) _____

Address:

Telephone Contacts:

Residential: _____

After work: _____

Work hours: _____

Mailing: *(if different from above)*

Mobile: _____

Email: _____

How is it best to contact you?

Email Text Phone

2. GENERAL INFORMATION:

Do you speak or read any languages other than English? Yes No

If yes, please give details _____

Are you legally entitled to work in New Zealand? Yes No

3. COUNCIL RELATIONSHIPS:

Have you previously worked for or applied for a job with New Plymouth District Council?

Yes No

If yes, please give details _____

Do you have a spouse/partner/relative or household member currently employed by New Plymouth District Council with whom you may have a working relationship if you are appointed?

Yes No

If yes, please give details of their name(s), title(s) etc _____

Do you have a spouse/partner/relative or household member currently elected as a councillor or community board member for New Plymouth District Council with whom you may have a working relationship if you are appointed?

Yes No

If yes, please give details of their name(s), title(s) etc _____

Do you have a spouse/partner/relative who has a business relationship with New Plymouth District Council that could create a conflict of interest if you are appointed?

Yes No

If yes, please give details of their name/s, title/s etc _____

4. AVAILABILITY FOR EMPLOYMENT:

If offered this position do you intend to engage in any other paid work?

Yes No

If yes, please give details _____

Do you have any commitments that may prevent you from attending your place of employment during ordinary hours of work or affect your availability for overtime/out of hours work?

Yes No

If yes, please give details _____

If accepted, when could you start work?

5. DRIVING:

Do you have a full current driver's licence?

Yes No

If yes, what class(es)? _____

Date issued: _____ Expiry date: _____

Does your driver's licence have any demerit points or endorsements?

Yes No

Are you awaiting hearing of any charges for driving offences? Yes No

If yes, please give details _____

6. CONVICTIONS AND PROCEEDINGS:

Have you ever been convicted of a criminal offence or are you awaiting charges in a criminal court of law? (this does not include convictions that are subject to the clean slate scheme of the Criminal Records (Clean Slate) Act 2004).

Yes No

If yes, please give details _____

If offered appointment, do you agree to authorise the council to obtain a copy of personal information held on you by the Department of Courts.

Yes No

7. HEALTH:

Have you had or do you have an injury or medical condition caused by gradual process disease or infection, e.g. hearing loss, sensitivity to chemicals, repetitive strain injuries that the tasks of this job may aggravate or contribute to?

Yes No

If yes, please give details _____

Have you had an ACC claim in the last five years? Yes No

If yes, please give details _____

Would you require any alterations or additions to your work area in order to perform your duties satisfactorily?

Yes No

If yes, please give details _____

A pre-employment medical examination by our council doctor and/or occupational health consultant will be a final prerequisite for applicants.

Drug testing will be undertaken at pre-employment. At any stage during your employment if an accident/incident/near miss occurs and/or there is reasonable cause which gives rise to the suspicion that an employee was or is abusing any illegal drug or substance and/or unauthorised consumption of alcohol, further testing will be undertaken.

Are you prepared to undertake a pre-employment medical assessment including a drug screening test? In the event of an accident/incident/near miss occurring during your employment and/or there is reasonable cause which gives rise to the suspicion of the usage of illegal drug or substance and/or alcohol consumption, do you consent to undergo a drug and alcohol test?

Yes No

Refusal to undertake the test or a positive result from such a test will be grounds for not employing the applicant.

Are you prepared to abide by the requirements of the Health and Safety in Employment Act 1992 and subsequent regulations?

Yes No

Proof of Hepatitis A and Hepatitis B immunity status is required. Are you prepared to provide proof of your immunity status at pre-employment and at any time during your employment?

Yes No

8. FINANCIAL:

Have you entered into bankruptcy or any material accommodation with creditors?

Yes No

If yes, please give details _____

9. OTHER:

Are there any other issues, such as disciplinary or dismissal matters, that would have a bearing on your appointment?

Yes No

If yes, please give details _____

10. INTERVIEWS:

As part of its commitment to the Treaty of Waitangi and in line with its Equal Employment Opportunities Policy, New Plymouth District Council invites applicants who are shortlisted for interview to bring whanau or support people to the interview. If you are interviewed do you wish to bring whanau/support people with you?

Yes No

If yes, approximately how many? _____ (this is necessary to ensure adequate space is made available).

11. DECLARATION:

I, _____ (*full name*) declare that to the best of my knowledge, the answers to the questions in this application are correct. I understand that if any false information is given or any material fact withheld, I may not be accepted, or if I am employed, I may be dismissed.

_____ (*signature*) _____ (*date*)