



DARLINGTON

Borough Council

DARLINGTON BOROUGH COUNCIL

SERVICES GROUP

JOB DESCRIPTION

POST TITLE :

Arboriculturist

PAY BAND :

Band 7

JOB EVALUATION NO.

B1230

REPORTING RELATIONSHIP

Senior Arboricultural Officer

JOB PURPOSE :

To provide an effective tree maintenance service for the Council.

POST NO.

POS000482

PDR COMPETENCY FRAMEWORK

Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. To be a part of a tree team, undertaking climbing and necessary ground work to ensure the efficient safe working practice to meet the Arboricultural standards in accordance with BS3998 2010 and other related British standards
2. To drive a range of vehicles including towing trailers
3. To be flexible in your approach to work and able to undertake other duties with relation to your grade, which may be required within the Arboricultural Section
4. To ensure that current safe working practices are observed in accordance with statutory requirements and the Council's and Department's Health and Safety at Work policies
5. Undertake staff training as directed, including use of equipment and other on the job training
6. To maintain and look after equipment to the required standard needed for safe working use in accordance with statutory requirements and the Council's and Department's Health and Safety at work policies
7. To undertake regular routine checks on equipment to ensure safe use

8. To comply with health and safety policy systems, report any incidents/accidents/ hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others
9. To be polite, courteous and informative to members of the public including advising of works undertaken
10. To undertake call out duties as required by the service and/or Call Out, also willing to work weekends as needed. Being able to work in all weathers.
11. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
12. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re conflicts of interest, gifts, hospitality and other matters covered by the Code.
13. Carry out your role in line with the Council's Equality agenda.
14. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
15. Any other duties of a similar nature related to this post that may be required from time-to-time.
16. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment
17. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

Date: August 2021

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SERVICES GROUP

ARBORICULTURIST

POST NO. POS000482

All appointments are subject to satisfactory references.

| Criteria No. | Attribute | Essential (E) | Desirable (D) |
|--|---|---------------|---------------|
| Qualifications & Education | | | |
| 1 | NPTC or equivalent tree climbing qualification Cs,30,31,32,33,34,35,38,39,40,41,46,47,48. | E | |
| 2 | NVQ Level 2 or equivalent in a relevant subject, e.g. arboriculture. | | D |
| 3 | PA1, PA6 Spraying Certificate | | D |
| 4 | Chapter 8 Street Works. | | D |
| 5 | First Aid Certification | | D |
| 6 | Driving licence to include towing a trailer | | D |
| Important Note: Points 3, 4, 5 and 6 above are essential for the job however if not currently held must be prepared to undertake training that would be provided and obtain at the earliest opportunity | | | |
| Experience & Knowledge | | | |
| 7 | Approximately two years' experience of working within a tree team as a climber | | D |
| 8 | Up to date knowledge of arboriculture good practice and experience of completing work to BS3998 2010 standard | E | |
| 9 | To work with Brushwood Chipper, Stump Grinders, MEWPS and Telehandler | E | |
| 10 | An understanding of relevant Health & Safety at Work legislation | E | |
| 11 | Knowledge of and ability to identify tree species | E | |
| 12 | Knowledge of trees and the ability to recognise disease and structural weaknesses. | | D |
| 13 | Knowledge of customer care | | D |
| 14 | Knowledge of quality standards | | D |
| Skills | | | |
| 15 | Ability to maintain equipment | E | |
| 16 | Ability to communicate orally to a wide range of audiences, including members of the public | E | |
| 17 | Ability to anticipate and evaluate potentially dangerous working conditions | E | |
| 18 | Ability to plan work with minimum supervision | E | |
| 19 | Ability to work successful as part of a team | E | |
| 20 | Ability to solve problems | E | |
| 21 | Ability to work in confined no damage areas, rigging and roping. | E | |
| 22 | Ability to work with other department within the Authority or Contractors | E | |

| Personal Attributes | | | |
|-----------------------------|--|----------|--|
| 23 | Self-motivated with an enthusiastic approach to work | E | |
| Special Requirements | | | |
| 25 | The ability to communicate at ease with customers and provide advice in accurate spoken English | E | |
| 26 | Able to undertake call out duties as required, which would include out of hours/unsocial hours working | E | |
| 27 | Able to work in all weather conditions | | |



Known Risks Referral Form Occupational Health (OH)

Potential known risks to employees' health are detailed on this form together with explanatory notes overleaf. These risks have been assessed in respect of the job role by taking into consideration the explanatory notes and by reference to any task-based risk assessments which should have already identified hazards where health surveillance is required. Where identified, risks may be reduced with the assistance of the OH Surveillance Programme.

The job description and associated known risks identified below are sent to OH for assessment either as part of the pre-employment checks in the event of a new starter to the organisation, or where risks change as a result of a job, environment or any other change which affects the potential risk. Thorough completion of the document is essential to enable the OH Advisor to make an informed judgement on future actions. If you have any queries about how to complete this form, please contact OH on 01325 406377.

| In the course of their work this employee; | YES / NO |
|--|----------|
| A) Is likely to be exposed to asbestos | No |
| B) May be exposed to lead or lead based products | No |
| C) Is at risk from noise that might affect their health | Yes |
| D) Will be exposed to vibration likely to be above the exposure action level. | Yes |
| Will be exposed to vibration below the exposure action level. | No |
| E) May require a health assessment for night work | Yes |
| F) Is exposed to hazardous substances as detailed overleaf | No |
| G) Is required to drive a Council vehicle | Yes |
| Is required to drive their own vehicle for Council business | No |
| Is required to drive a HGV / LGV / PCV / FLT or similar | No |
| H) Is required to work in a confined space where specialist equipment or breathing apparatus is needed | No |
| I) Is required to operate any construction plant | Yes |
| J) Is required to be responsible for / work with vulnerable clients | No |
| K) Is at risk of needle stick injury, bites, exposure to faeces or sewage. | No |
| Is at risk of contracting infectious disease through direct or indirect contact with clients. | No |
| L) Will handle food | No |
| Other – Please specify. Working in confined spaces on occasion | |

Form Created: October 2018, Form Reviewed: June 2021, Form Review: June 2022

Explanatory Notes

A) ASBESTOS

Employees liable to be exposed to asbestos must be under suitable medical surveillance by HSE appointed doctor. This is mainly aimed at employees who are required to work with asbestos. The medical will alert employees to any problems in relation to the wearing of respirators and provide an indication of any diseases that may stop them from working with asbestos.

B) LEAD

Employees liable to be exposed to lead must be under suitable medical surveillance where:

- The exposure to lead is likely to be significant;
- Blood lead concentration is measured and equals or exceeds levels detailed in the regulations;
- A HSE appointed doctor certifies that the employee should be under medical surveillance and time interval between medicals.

C) NOISE

Health surveillance hearing checks must be provided for employees who are likely to be regularly exposed above the upper exposure action values, or at risk for any reason e.g. they already suffer from hearing loss or are particularly sensitive to damage.

Ideally health surveillance should start before people are exposed to the noise (i.e. new starters or those changing jobs) to give a baseline. It can, however, be introduced at any time. Health checks are annual for the first two years of employment then at 3 yearly intervals (which may need to be more frequent if hearing problems are detected or where risk of hearing damage is high)

D) VIBRATION

Health Surveillance should be provided for vibration exposed employees who:

- Are likely to be exposed above the action value of 2.5m/s² (A8) or 100 points;
- Are likely to be regularly exposed to whole body vibration above the action value of 0.5m/s² A(8) or 100 points;
- Are likely to be exposed occasionally above the action value and where the risk assessment identifies that the frequency and severity of exposure may pose a risk to health; or
- Have a diagnosis of HAVS or long term back pain (even when exposed below the action value)

If any of the above applies to your employee please mark yes in the first 'vibration' statement overleaf.

- If an employee will be exposed to vibration below the action value they must be assessed by Occupational Health to establish a baseline and identify any existing health conditions that may affect their ability to work with any vibration.

If this applies to your employee please mark yes in the second 'vibration' statement overleaf.

E) NIGHT WORK

Employees are offered a health assessment before commencing night work. This assessment takes account of any existing medical condition or ongoing medical treatment which may affect whether the individual is suitable for night work.

F) COSHH

Breathing in certain dusts, gases, fumes and vapours in the workplace can cause serious, long-term lung damage and disease including asbestosis; silicosis; chronic obstructive pulmonary disease (COPD); asthma; emphysema; sensitisation and lung cancer. Anyone exposed to sensitisers, dust, and fumes must be referred for a health surveillance assessment.

Contact with certain substances can cause severe dermatitis; skin irritation; depigmentation; sensitisation; skin cancer or oil acne.

Refer to COSHH assessments to identify where high risk substances have been identified and the Material Safety Data Sheet states that health surveillance is necessary; if these substances cannot be substituted for less hazardous ones then employees must be referred for health surveillance.

G) DRIVERS

Driving Council Vehicles - Occupational health assessments are carried out on employees required to drive Council Vehicles in line with FTA / DVSA requirements including recording of driving licence number, endorsements and declaration from employee on HR on-line annually. Declaration includes details of eye sight, medication and driving hours outside of employment at DBC.

Driving of Own Vehicle on Council Business - Managers are required to ensure recording of employees driving licence number, endorsements and declaration including eye sight, medication and driving hours outside of employment at DBC on HR on-line annually.

HGV/LGV/PCV drivers and operators of FORKLIFT TRUCKS - Occupational health assessments are carried out on employees required to drive Large Goods Vehicles or Passenger Carrying Vehicles as defined in the Road Traffic Act 1988. Medicals are carried out on employees who operate Fork Lift Trucks as recommended in the code of practice HSG6.

H) CONFINED SPACES

Where an individual will be required to work in confined spaces or unusual environmental conditions and is required to use respiratory or other specialised equipment.

I) CONSTRUCTION PLANT

A requirement to operate any construction plant i.e. Telehandler, Tower Crane, Dumper, Excavator etc.

J) VULNERABLE CLIENT GROUPS

This would include all job roles which involve working with and being responsible for vulnerable groups such as children, elderly people and people with learning or behavioural difficulties. This includes job roles such as a Teacher, Teaching Assistant, and Social Worker.

K) COMMUNICABLE DISEASES

Exposure to potential blood borne virus or infectious diseases, where risk assessments have identified a significant risk.

- Injuries, such as a needle stick injury from a discarded used syringe, or human/animal bites.
- Contact with faeces and human sewage
- Exposure to infectious diseases by direct or indirect contact with infectious clients i.e. Tuberculosis (TB), Hep A, Hep B, measles, flu etc.

Please detail the exact nature of the hazard and forward a copy of the risk assessment to OH.

L) FOOD HANDLER Including,

- Those employed directly in the production and preparation of food, including manufacturing, catering and retail
- Those undertaking maintenance work or repairing equipment in food handling areas
- Enforcement officers and visitors to food handling areas

Employees who handle pre-wrapped, canned or bottled food are **not** considered food handlers.

OTHER

Any other risks where the individual may benefit from OH advice and guidance, i.e. an individual with an underlying health problem / ongoing medical treatment who may be required in their work to work at height or use mechanical equipment.