

Arborist - Grade: Pay Band 7, SCP 14 – 18 (£26,537 - £32,009) plus temporary additional element of pay. Market rate of 12% to be paid as a separate supplement to basic pay (**increasing the pay to £29,721 - £35,851**) for a maximum of 2 years to be reviewed 6 months prior to the end of the fixed period (rate to be reviewed in due course as part of the future introduction of Single Status).

We are looking for an enthusiastic arborist to work within our Arborist Team. Reporting to the Foreman Arborist you will be part of a team of professionals responsible for providing an excellent arboriculture service. You will undertake Arboriculture works to ensure the health, safety and general maintenance of the tree stock. You will work as part of the emergency 'call out' service, when required. You must be a strong communicator, both written and verbal, and be computer literate.

If you have worked in a similar position and have experience in arboriculture (to include aerial rescue, tree climbing, pruning and planting) and hold a NPTC chainsaw proficiency certificate then we would welcome an application from you.

For the above post, you must be physically fit and prepared to work outdoors in all-weather conditions. You must also hold a full clean valid driving licence.

An application form and full role details (job description) can be downloaded at www.douglas.gov.im or by contacting the HR Section on 696455.

The closing date for the receipt of completed applications is:

- **Friday, 3rd January 2025 (5.00 pm)**

Miss K J Rice, Chief Executive, City Hall, Ridgeway Street, Douglas, Isle of Man, IM99 1AD
Douglas City Council is committed to recruiting a diverse and highly talented workforce representative of our City and are committed to ensuring the recruitment and selection process is inclusive and accessible to all. We encourage applications from people of all backgrounds and aim to have a workforce that represents the City we serve.

PUBLIC SERVICE COMMISSION MANUAL & CRAFT WORKER JOB OUTLINE

DEPARTMENT: Environment & Regeneration

SUB-SECTION: Parks

DESIGNATION: Arborist

REPORTS TO: Assistant Head of Parks (Technical)

DURATION OF POST: Permanent

BASE: Ballaughton Nursery (various)

Your salary in this post will be paid at Pay Band 7, SCP 14 – 18 (£26,537 - £32,009) plus a temporary additional element of pay: Market Rate of 12% to be paid as a separate supplement to the basic pay **(increasing the rate to £29,721 - £35,851)** for a maximum of 2 years. This will be reviewed 6 months prior to the end of the fixed period.

HOURS OF DUTY

37 hours per week

Monday – Thursday

8.00 am – 4.00 pm

Friday

8.00 am – 3.30 pm

½ hour lunch daily)

UNIFORM

PPE/Corporate Wear: Compulsory

SUPERVISION

As part of the role: up to 5 employees

HEALTH

Physically fit

TRAINING

Provided as is necessary

STANDBY

N/A

RESOURCES THE JOB OCCUPANT IS RESPONSIBLE FOR

1. Tools, equipment and materials (including chemicals) allocated/used by the postholder.
2. Vehicles, plant and machinery belonging to or on hire to Douglas City Council allocated/used by the postholder.

CONTACTS THE JOB OCCUPANT MIGHT ENCOUNTER

- Other employees
- Members of the public

INTERDEPARTMENTAL WORKING

You may be required to carry out such other duties of a similar level of responsibility that may be assigned to you by your line manager. You may also be required to work at various locations within the City of Douglas and from time to time you may be required to undertake interdepartmental working.

DOES THE OCCUPANT WORK ALONGSIDE THE PERSON HE/SHE REPORTS TO?

- Yes

MAIN PURPOSE OF THE JOB

Undertake skilled Arboricultural duties. Participate in an emergency call-out service relating to Tree and Woodland assets within the City. Provide 'in-house' training when required. Ensure the safe, efficient and economical completion of works, whilst meeting stated standards and financial targets. Undertake the duties of the post in such a manner as to enhance and protect the reputation and public profile of the Council.

SUMMARY OF MAIN DUTIES

1. Carry out work as specified by the Foreman Arborist, and management, to the highest possible quality standards required.
2. Assist the Foreman Arborist in the preparation of work schedules and programmes for the Arboricultural Team.
3. Carry out all aspects of arboricultural works across the Council, including pruning, felling, de-limbing and cross-cutting of trees, utilising specialist equipment in an approved manner and in accordance with NPTC Certification.
4. Competent in the use arboricultural operations deemed necessary with regard to specialist tree climbing techniques, safe use of chainsaws at height for considerable time periods, use of specialist rope systems for the purpose of pruning operations and dismantling, safe operation of all ancillary arboricultural equipment, manual and mechanical.
5. Knowledge in the principles of arboriculture with regard to the identification of tree species and pest and disease.
6. Good awareness of safe traffic management for highways and footways.
7. Inspect and keep accurate up to date records in respect of all ladders allocated to the Parks Section.
8. Ensure Health & Safety Regulations are adhered to in accordance with the Council's Health & Safety policy at all times.
9. Drive, operate and be responsible for all works machinery and vehicles, tools, equipment and materials when required to do so. Report any faults or defects identified as soon as possible to the Foreman Arborist.
10. Complete all relevant documentation required correctly and promptly.
11. Assist other Parks teams including Nursery and Cemetery operations if required
12. Responsible for the direction of work of trainees and/or other employees assigned to the postholder. Inducting and assisting less experienced staff as necessary.
13. Ensure that plant, machinery and equipment used is operated in accordance with the manufacturer's guidelines, reporting all faults immediately as set out in the Council's reporting procedures.
14. Comply at all times with the Council's absence reporting procedures ensuring the Nursery Office is immediately contacted on any occasion when ill-health prevents attendance at work.

15. Work during all weathers and conditions including working in unfavourable and unpleasant environments, when necessary, with some exposure to very disagreeable elements.
16. Use of routine and the daily maintenance of various arboricultural tools and machinery plant.
17. Carry out gritting, salt spreading and snow clearing, as necessary, during bad/inclement weather.
18. Give advice and assistance to the Head of Parks on arboricultural matters, the ordering of trees, arboricultural materials and other consumables.
19. Attend any training courses deemed necessary.
20. Undertake personal health and safety responsibilities in accordance with the HASAWA 1974.
21. Provide cover in the absence of the Foreman Arborist.
22. Develop and maintain good working relationships within the Arborist Team, internal Departments, Sections and other agencies as required.
23. Commitment to excellent customer service.
24. Compliance with the Council's Smoke-free Workplace policy in vehicles and other buildings.
25. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.
26. Compliance with the provisions of the Isle of Man Data Protection Act 2018, Freedom of Information Act 2015, Council policies, procedures, Standing Orders and Financial Regulations, other relevant legislation and Committee procedures.
27. Be responsible for the health and safety of the staff of Parks Services and for the safety of the public and other staff that come into contact with any aspect of Parks Services duties being undertaken.
28. Participate fully in discussions relating to any changes deemed necessary to the job outline, reaching mutual agreement to any reasonable changes to the job outline after consultation with the post holder, if not agreed by mutual consent.
29. Such other duties within a similar level of responsibility as may from time to time be required by the Assistant Heads of Parks/Head of Parks or the Foreman Arborist.

SKILLS REQUIRED

Essential

1. Experience of undertaking tree surveys and the ability to draw up risk assessments.
2. Experience in Arboriculture, including tree climbing, pruning and planting.
3. An NPTC chainsaw proficiency certificate.
4. Supervisory, communication and administrative skills.
5. Excellent communication skills, both written and verbal. Ability to demonstrate understanding of customer needs and ability to respond appropriately.
6. Effective team worker, self-motivated with the ability to show initiative and contribute to the team at all levels.
7. Computer literate.
8. Full/clean valid driving licence.

Desirable

1. A formal qualification in Arboriculture.
2. Experience of working within a local authority dealing with tress/arboricultural issues.
3. Experience in the use of elevating platform/hoist equipment.
4. A full LGV or HGV driving licence.
5. Political sensitivity.