



POSITION DESCRIPTION

Position Title	Asset Officer - Arborist
Position Code	1262
Directorate	Community & Infrastructure Services
Work Group	Asset Planning
Position Classification	Band 6
Effective Date	June 2025

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

1.1 To support the Horticulture Coordinator in meeting the outputs of the Asset Planning section with respect to providing strategic guidance and advice regarding the management of Council tree's and tree assets.

2. Working Relationships

Reports to	Horticulture Coordinator
Supervises	NA

3. Key Responsibilities

3.1 Control and monitor delegated arboricultural programs within budget requirements, including obtaining quotations and preparing of purchase orders, in accordance with Council's policies, procedures, and delegations.

3.2 Under the direction of the Horticulture Coordinator, investigate arboricultural issues, provide specialist advice, inspect and prepare tree reports and advise on program options for budget preparation.

3.3 Plan and develop tree maintenance and renewal programs for amenity (street & park) trees in all urban and rural town areas. Assist in the development of selected trees within projects and new estates.

3.4 Establish and implement ways to educate both internal and external stakeholders on the role Council plays in managing tree assets.

3.5 Manage the Council's tree asset register, ensuring the accurate collection and recording of tree assets. Lead and coordinate the ongoing 5-year Tree Asset Audit, ensuring comprehensive and up-to-date data management

3.6 Liasse with other Council units and contractors regarding arboricultural issues and practices, including provision of risk management information.

3.7 Review and update the development and implementation of the Tree Management Strategy, Tree Management plans and policies, ensuring actions identified are undertaken.

3.8 Responsible for the planning and chairing of monthly Tree Planning Meetings, establishing agenda items and reporting on strategic progress to the Group.

3.9 Undertake proactive inspections as outlined in Councils Tree Management Plan, and Electrical Line Clearance Management Plan.

3.1.1 Under direction of Coordinator of Horticulture, back fill Arboriculture Supervisor role when required.

3.1.2 Responsible for planning implementing and recording of the watering and stump removal program.

3.1.3 Assess and implement as necessary tree removal and root barriers within guidelines and industry standards.

4. Core Physical Requirements

4.1 Capacity to undertake office-based activities including sitting at a desk and using a computer for extended periods.

4.2 Capacity to drive a vehicle for extended periods of time by one-self.

4.3 Capacity to work in an outdoor environment for varying periods of time.

4.4 Capacity to walk on uneven surfaces.

4.5 Capacity to frequently lift items unspecified in weight within individual limits.

5. Accountability and Extent of Authority

5.1 Authorised to investigate arboricultural related issues, provide specialist advice and prepare reports and program options.

5.2 Authorised and accountable for investigating and responding to customer requests relating to Council's tree assets and trees under Council's control..

5.3 Accountable for assisting in the preparation of project costs and the annual budget for arboricultural programs and reporting any variables Horticulture Coordinator.

5.4 Regular consultation with the Coordinator of Horticulture, the Assets department and Strategy to establish position priorities and actions.

6. Judgement and Decision Making

6.1 Ability to apply arboricultural knowledge and experience across a range of tree related matters to solve problems that can occasionally be of a complex or technical nature.

6.2 Guidance and advice would usually be available within the time required to make a decision.

6.3 Authorised to and accountable for Council's tree management database ensuring integrity of data and planning and developing tree maintenance and renewal programs.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 Extensive arboricultural/horticultural knowledge and current industry standards.

7.1.2 Experience using Excel, Word, TechOne, along with relevant programs used to maintain a tree asset register.

7.1.3 Developed problem-solving skills.

7.1.4 Demonstrated ability to prepare and monitor tree planting maintenance and renewal programs.

7.1.5 Authorised to control and monitor delegated arboricultural programs, as required and accountable for reporting progress to the Coordinator of Horticulture.

7.2 Management Skills

7.2.1 Ability to prioritise work and meet objectives within a set time frame and work with limited supervision.

7.2.2 Ability to effectively and efficiently utilise resources.

7.2.3 Ability to report budget variables and to supervise / administer contracts.

7.2.4 Ability to recognize monitor and reduce potential hazards that could be a risk to council employees or the general public.

7.3 Interpersonal Skills

7.3.1 Excellent communication skills both verbal and written.

7.3.2 Demonstrated ability with appropriate qualifications to write detailed arboricultural reports.

7.3.3 Highly developed interpersonal skills including ability to gain cooperation and assistance from members of the public and other staff members.

7.3.4 Ability to work both independently and part of a team.

8. Qualifications and Experience

- 8.1** A degree or diploma in Arboriculture, or a Certificate IV qualification with relevant arboriculture skills.
- 8.2** Experience in maintaining a tree management database.
- 8.3** Ability to use a computer and relevant programs competently and efficiently.
- 8.4** QTRA qualification and experience.

9. Key Selection Criteria

- 9.1** Excellent communication skills both verbal and written, along with highly developed interpersonal skills.
- 9.2** Ability to achieve project planning and implementation both individually and in a team.
- 9.3** Experience in maintaining a tree management database.
- 9.4** A degree or diploma in Arboriculture, or a Certificate IV qualification with relevant arboricultural skills.
- 9.5** Ability to prepare and monitor tree maintenance and renewal programs.
- 9.6** Ability to use Excel, Word, TechOne and relevant tree asset programs competently and efficiently.
- 9.7** A current Driver Licence.
- 9.8** Experience in undertaking tree inspections, writing reports and providing recommendations.

Authorised by: Director – Community & Infrastructure

Date:

Employee's Signature:

Date:
