



Tree Surgeon

Job description and person specification



Job description – Tree Surgeon

Reporting to the Facilities Maintenance Manager

People responsibility

- Direct reports = 0
- Indirect reports = 0

Work Location: On site across Group locations

Summary of role:

This Tree Surgeon role plays an integral part in Facilities Maintenance team which enables the operational delivery of the following organisational priorities:

- Delivering more for our customers
- Having the capacity to build more homes
- Being a great place to work for our colleagues
- Being a financially resilient business
- Being a key influencer in the region

The role has responsibility for role modelling and embedding our valued behaviours, and supporting the wider business to develop a positive, inclusive and engaging culture:

- Own it – Make it happen
- Improve it – Move things Forward
- Live it – Show understanding and compassion

Key areas of responsibility:

- Open space management and maintenance of communal grass, hedges, trees, shrubs and other exterior landscaped areas, boundaries and furniture.
- To assist with the delivery of basic repairs and housekeeping services and provide other general assistance as instructed
- Carry out general labouring duties including but not limited to grass, hedge, shrub and tree cutting/pruning as well as any requirements for small works, building fabric repairs and general building maintenance tasks
- To use hand power tools for building fabric repairs and small works. Petrol powered hand machinery including but not limited to mowers, hedge cutters, leaf blowers and Chainsaws
- To undertake collection/Delivery of materials, plant & equipment from suppliers to sites
- To undertake collection/Delivery of materials, in support of operatives.
- To unload, store and stack materials that are delivered to sites.
- Ensuring all associated documentation is effectively and efficiently completed and accounted for
- To tidy up the work area during and after the job.
- Keeping to and updating schedules that document what needs to be completed and the order in which each task needs to be completed & detail how many hours have been worked
- Due to the specialist nature of the tree surgery element of this role it is vitally important that you are able pass and retain the necessary qualification to allow for working with chainsaws both at ground level and at height. You will also be required to be competent in aerial rescue. The role will require a minimum of CS30 and CS31 and also CS38 and CS39.

- Carry out labouring duties in support of cleaning services across sheltered and general needs housing.
- To report any additional items or defects encountered during day-to-day work to the appropriate person(s)
- To undertake general grounds maintenance and gardening services duties to include:-
 - Grass cutting
 - Gutter cleaning
 - Domestic Painting
 - Gulley cleaning
 - Fencing
 - Slab repair
 - Hedge trimming/cutting
 - Gritting and/or snow clearance
 - Flower bed maintenance
 - Weeding (hand weeding and chemical application)
 - Fertilising plants and grass
 - Ground preparation and specialist planting
 - Ensuring that all sites are kept clean and tidy and free of litter
 - Specialist pruning and reduction work to tree and hedges
- To maintain safety checks on vehicles being driven and clean and wash down as required including cab.
- To record information as required in a logbook, repair book, mileage records etc. in both paper and electronic formats.
- To work overtime as required and in emergency, taking part in a stand-by rota, if appropriate.

Additional responsibilities:

- **Financial responsibilities:** none
- **Health and Safety:**
In order to maintain a safe working environment, keep yourself and others safe, maintain a positive safety culture and help your Line Manager and Safety Representative achieve our Health & Safety aims and objectives, you will be conversant with the Current Health And Safety Policy on the Intranet in particular the Statement of Intent and section 5.6 and 5.7 of the Policy "Health & Safety Responsibilities".
 - Responsible for ensuring that all of the Group's Health and Safety policies and procedures are fully implemented and adhered to
- **Data Protection:**
 - To follow the Data Protection principles in all work activity
 - To attend any training specific to the role regarding GDPR

No job description can be entirely comprehensive and the jobholder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.

Person Specification

What do I need to be successful as the Tree Surgeon

Relevant experience:

- Previous experience of tree work
- Experience of grounds maintenance
- You will also be required to be competent in aerial rescue

Skills and abilities:

- Ability to work without direct supervision
- Ability to stay calm in emergency situations
- Understanding of Health and Safety issues
- Ability to undertake a patient approach with work situations
- Flexible in working approach
- Ability to work on own initiative
- Ability to maintain confidentiality

Customer service and quality focus:

- Understanding of customer focus
- Takes personal charge of key issues to ensure that a quality service is provided

Thinking Style:

- Empathetic
- A commitment to safe working practice
- Able to work on one's own as well as being integral to the team.
- Open to learning from others and willing to share knowledge and experience.
- Reflects on own work and seeks feedback as appropriate.

Communicating:

- Ability to communicate verbally and in writing
- Ability to communicate effectively using PDA's etc.
- Contactable at all times during working hours

Planning and Organising:

- Ability to prioritise and organise
- Good day to day planning skills, including being organised and able to prioritise
- Have the ability to complete assignments and take tasks through to completion

Personal Motivation and Commitment:

- Earns others' trust and respect through consistent honesty and professionalism in all interactions.
- Prepared to challenge oneself to try new things.

Team Working:

- Treats team members with equal sense of professionalism and respect
- Works well with others

Equality and diversity:

- A commitment to respecting and promoting people's rights to privacy, dignity and choice
- Values diversity and shares commitment to equal opportunities

Additional specialist skills and qualifications to be successful in this role:

- Qualified in working with chainsaws both at ground level and at height. (Essential)
- Holds NPTC 201 / 202 (Formerly CS30/31) Chainsaw qualification (Essential)
- Holds CS38 Tree Climbing and Aerial Rescue Operations (Essential)
- Holds NPTC Unit 204 (Formerly CS39) Using a Chainsaw from Rope and Harness (Essential)

Training and Development:

In line with our Group values 'Own it, Improve it, Live it' you will receive a role specific training plan to support you in the role of Tree Surgeon.

You will be required to complete continuous professional development, to further support your role and the Group.