

Housing Plus Group
Job profile and person specification

Role title	Tree Surgeon	Date	March 2025
Reports to	FM Manager	Version	3
DBS	Basic		

Job Purpose

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.

Physical Considerations

This post does require the post-holder to carry out duties of a physical nature other than light lifting. These could include one or more of the following:

- Working at heights
- Lone Working

Main accountabilities:

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 the course of 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)
- Fertilizing 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 log book, 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.

Financial responsibility: 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 Supervisor / Line Manager and/or Trade Union Representative / 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".

Role Specific responsibilities: Nil

Data Protection:

To follow the Data Protection principles in all work activity

To attend any training specific to the role regarding GDPR

People responsibility: Indicate below the number of employees for which the role has supervisory / management responsibility.

Direct reports	Indirect reports	Total employees
0	0	0

Please list below any outsourced service providers that are managed by the role (e.g. payroll), or any functional / project management responsibilities: Project Management related to role activity – managing change, implementation of new systems	Essential / Desirable
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Knowledge, skills and abilities: Describe the knowledge, skills and abilities required for the job. Include the need for any academic, vocational or professional qualifications.

1	Qualifications:	
	Qualified in working with chainsaws both at ground level and at height. Holds NPTC 201 / 202 (Formerly CS30/31) Chainsaw qualification Holds CS38 Tree Climbing and Aerial Rescue Operations Holds NPTC Unit 204 (Formerly CS39) Using a Chainsaw from Rope and Harness	E E E E
2	Relevant Experience:	
	Previous experience of tree work. Experience of grounds maintenance. You will also be required to be competent in aerial rescue.	E E E
3	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	E E E E E E E
4	Customer service and quality focus:	
	Understanding of customer focus Takes personal charge of key issues to ensure that a quality service is provided.	E E
5	Achievement Orientation:	
6	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.	E E E E
7	Communicating:	
	Ability to communicate verbally and in writing Ability to communicate effectively using PDA's etc. Contactable at all times during working hours	E E E
8	Planning and Organising:	
	Ability to prioritize 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.	E E E
9	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.	E E
10	Team Working:	
	Treats team members with equal sense of professionalism and respect Works well with others	E E
11	Persuasion and Influencing:	
12	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	
13	Special Requirements:	

Further relevant information

Training Plan

Professional development in line with role specific training plan

Mandatory training	Role related training	Person Specific training
GDPR Awareness		
Fire Awareness		
Safeguarding Awareness		