

# Lancashire County Council

## Operational Context Form

<b>Post title:</b> ARBORIST - SPECIALIST SKILLED					
<b>Directorate:</b> Community Services			<b>Location:</b>	Environmental Services Countywide	
<b>Establishment or team:</b>		Environmental Services		<b>Post number:</b>	
<b>Grade:</b>	Grade 6	<b>Staff responsibility:</b>	Yes	<b>Essential Car user:</b>	No
<p><b>Scope of Work – appropriate for this post</b></p> <p>With guidance and /or instruction be responsible for undertaking a skilled activity and/or be responsible for supervising other staff. This could typically include providing arborist skills such as felling and climbing, being the main operator of highly technical plant and / or specialist equipment, or leading a team of grade 3 and 4 operatives carrying out schemes or other activities etc.</p> <p>The purpose of this job is to be part of the tree team undertaking maintenance and removal of trees within the guidelines of a safe working environment. The tree team also provide practical assistance to other teams including landscape and grounds maintenance.</p> <p>The post holder will also have responsibility for recording and updating of site information via mobile devices</p>					
<p><b>Accountabilities/Responsibilities - appropriate for this post</b></p> <p>The postholder will be responsible for carrying out a range of duties which will include but is not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Maintenance of trees and hedges carrying out operations such as crown lifting, crown thinning, crown reduction, formative pruning, limb removal, coppicing, hedge trimming and removal of epicormic growth.</li> <li>2. Felling and removal of trees by straight felling and / or dismantling.</li> <li>3. Carrying out arboricultural operations within the tree canopy.</li> <li>4. Operation of a range of arboricultural equipment including chainsaws, hedge cutters, power pruners, pole saws and chippers, as well as other associated equipment such as blowers.</li> <li>5. Assist the landscape and / or countryside team undertaking practical landscape construction works.</li> <li>6. Assist the grounds maintenance and countryside teams and use associated equipment such as strimmers, blowers, hedge cutters, pedestrian mowers and ride on mowers.</li> <li>7. Working on school sites, highways, countryside sites, public rights of way and other public open spaces.</li> <li>8. General assistance to meet out of hours emergencies resulting from adverse weather conditions e.g. snow, wind etc by carrying out emergency tree work, snow clearing and gritting operations etc.</li> <li>9. Driving vehicles including LGV and Unimog with timber trailer (hiab crane) .</li> <li>10. Completion of appropriate documentation eg. Job attendance records, timesheets.</li> <li>11. Use of hand held mobile device for recording tasks and resources used on site.</li> <li>12. Planning &amp; organising on site activities and reading / working from plans and site surveys.</li> <li>13. Setting out traffic management to ensure safe operations on highways sites.</li> <li>14. Adhering to all health and safety relevant to the tasks being carried out such as risk assessments and method statements. Where necessary carrying out on site specific risk assessments.</li> <li>15. Supervision of a team of arborists, landscape, countryside or grounds maintenance operatives.</li> <li>16. Carry out daily inspection of own climbing/rigging kit (Ropes, karabiners, pulleys, lowering devices, strops and harness).</li> </ol>					

17. Ensure that all climbing/rigging equipment is within date of next LOLER inspection and report any defects.
18. Read and understand detailed Arboricultural inspection reports.
19. Check stock levels of consumables such as chains, files, chain oil and inform manager before stock runs out.
20. Organise and carry out 6 monthly aerial rescue practice
21. A commitment to undergo a driving licence upgrade to meet the needs of service provision such as Winter gritting, towing trailers, etc. within 12 months of appointment

**Additional Supporting Information – specific to this post**

This post is physically demanding and exposed to seasonal temperature variances

<b>Prepared by:</b>	Garreth Kelly	<b>Date:</b>	5 November 2019
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The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

**Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

**Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

# Lancashire County Council

<b>Person specification</b>		
<b>Post title:</b> ENVIRARBORIST - SPECIALIST SKILLED	<b>Grade:</b> Grade 6	
<b>Directorate:</b> Community Services	<b>Post number:</b>	
<b>Establishment or team:</b> Environmental services		
<b>Requirements</b>	<b>Essential (E) or Desirable (D)</b>	<b>To be identified by: application form (AF), interview (I), test (T), or other (give details)</b>
<b>Qualifications</b>		
Full Driving Licence, including LGV Class 2 or a commitment to obtain an LGV and complete an NVQ in Winter Maintenance within 12 months of appointment	E	AF
B + E category driving licence	E	AF
Level 2 Award in Ground Based Chainsaw Operations, or equivalent.	E	AF
Level 3 Award in felling and processing trees over 380mm, or equivalent.	D	AF
Level 2 Award in Tree Climbing and Rescue, or equivalent.	E	AF
Level 2 Award in safe Use of a Powered Pole Pruner, or equivalent.	D	
Level 3 Award in Aerial Cutting of Trees with a Chainsaw, or equivalent.	D	AF
Level 3 Award in Aerial Tree Pruning, or equivalent.	D	AF
Level 3 Award in Aerial Tree Rigging, or equivalent.	D	AF
Level 3 Award in Use of a Chainsaw from a Mobile Elevated Work Platform, or equivalent.	D	AF
Level 3 Award in emergency tree work operations, or equivalent.	D	AF
Level 2 award in the Safe Use of a Manually Fed Wood Chipper, or equivalent.	E	AF
Level 2 award in the safe Use of Stump Grinders, or equivalent.	D	AF
Certificate of competence or in Safe Use of Winches, or equivalent.	D	AF
PA1 + PA6a spraying certificate	D	AF
<b>Experience</b>		
Operation of chainsaws	E	AF, I
Operation of grounds maintenance equipment	D	
Driving a Unimog with trailer.	D	
General arboriculture techniques.	E	AF, I
Supervision of a team of operatives	E	AF, I
<b>Knowledge and skills</b>		

Appreciation of health & safety legislation	E	AF, I
Appreciation of traffic management layouts	D	AF, I
Ability to communicate at all levels	E	AF, I
Ability to plan/organise work and read/work from plans and site surveys.	E	AF, I
Ability to carry out the following skills to an acceptable level of output and quality:		
<b>Arboriculture</b> Fell and process small trees, carry out work within the tree canopy, remove epicormic growth and prune hedges. Assist colleagues using ground worker techniques to process timber.	E	AF, I
<b>Other</b> Fell and process medium or large trees. Working in emergency situations assessing hazards and implementing safe systems of work.	D	AF, I
Work in a wide range of environments including countryside areas, highways and education establishments.	D	AF, I
Carry out grounds maintenance tasks such as grass cutting, strimming, weeding, hedge cutting and weed spraying.	D	AF, I
General landscape construction works such as fencing, paths, flagging, drainage and installation of street furniture.	D	AF, I
Communicate with colleagues and members of the public.	E	AF, I
Accurately complete documentation in relation to health and safety, resources and timekeeping.	E	AF, I
Use of hand held mobile devices to receive tasks and record information.	D	AF, I
<b>Other (including special requirements)</b>		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. Commitment to attendance at work	E	I
<b>Date:</b> 5 November 2019		
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		



## LANCASHIRE COUNTY COUNCIL - HIGHWAYS

### PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the Management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Head of Service/ Line Manager.

Information covered in this document is part of the General Data Protection Regulations (2016/679 EU)

### **CONFIDENTIAL**

Team/Establishment	Environmental Services Countywide
Post title	Arborist – Specialist Skilled
Description of main activities the employee will be required to undertake: Profile as above	
Form completed by: Tony Ramsdale	

**A. Activities that require a pre-employment assessment by Occupational Health and subsequent Health Surveillance.  
If the post undertakes activities indicate YES and if the post does not undertake the activity indicate NO.**

		YES	NO
1	<i>Work at height e.g. using ladders, platforms and scaffolding</i>	X	
2	<i>Work in noisy environments (Audiometry)</i>	X	
3	<i>Work in confined spaces</i>		X
4	<i>Work with vibrating tools, plant or equipment (HAVS, Carpal Tunnel)</i>	X	
5	<i>Work with airborne particles, chemicals, fumes, dust and biological agents (Respiratory)</i>	X	
6	<i>Work with hazardous substances known to be skin irritants/sensitisers (Skin surveillance)</i>	X	
7	<i>Work requiring good eyesight (Vision)</i>	X	
8	<i>Work requiring good colour identification (Colour blindness)</i>		X
9	<i>Work driving or operating plant e.g. forklifts, loadalls (Driver health assessment)</i>	X	
10	<i>Manual handling involving muscular skeletal movements (other than routine office/administrative lifting and carrying) e.g. lifting, pulling and pushing of materials, plant and equipment. (Tendonitis and Tenosynovitis)</i>	X	

**B. Activities that do not require a pre-employment assessment by Occupational Health and subsequent Health Surveillance.**

		YES	NO
11	<i>Face to face contact with the public/service users e.g. at sensitive front line posts re abuse, aggression, assault.</i>	X	
12	<i>Lone working.</i>		X
13	<i>Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: e.g site work, grounds or buildings maintenance, gully cleaning, drainage, litter pickers, environmental, waste).</i>	X	
14	<i>Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of weils disease, other animal borne diseases, zoonoses).</i>	X	
15	<i>Working with vulnerable service users e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers.</i>		X
16	<i>Work involving repetitive movements or forced posture e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling.</i>	X	
17	<i>Work as a regular display screen user (where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period).</i>		X
18	<i>Occupational fieldwork or work in extreme conditions e.g. involving excessive heat or cold or frequent prolonged work over rough terrain in all weather conditions, forestry/countryside work</i>	X	

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

<b>Head of Service/Line Manager (please print)</b>		J Davies	
<b>Telephone Number:</b>	01772 538500	<b>Date:</b>	20/01/20

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