



Job Profile			
Job title	Arborist Forman		
Directorate	OLTS		
Reports to (Job title)	Directors of OLTS	Competency Job Type	Foreman
Location	Various	Working hours	Some requirements to work out of normal hours
DBs check required	YES		
Job Purpose	To be responsible for carrying out supervisory duties within an operational service time ensuring that performance targets and standards are established and delivered .Undertake a range of Arboricultural and general maintenance duties. To assist with the daily planning of operations across a 5 day working week and consider the use of resources ,training and health and safety of staff.		
Decision Making	The job involves working with recognised procedures, which leave some room for initiative. The work may involve responding independently to unexpected problems and situations. The post holder will have access to a supervisor /manager for advice and guidance on unusual or difficult problems.		

Accountabilities	<ul style="list-style-type: none"> • Responsible to organise and delegate work, other team members and contractors; ensure work is done to the required standard, on time and within budget ;liaise with managers on a daily basis. Check time keeping; and work sheets; report disciplinary matters; allocate duties. Motivate the gang and maintain effective working relationships with managers, clients and public. • Ensure Health and Safety requirements are adhered to and the correct Personal Protective Equipment (PPE) used for the task; ensure that personnel are trained to the correct standards for the work undertaken and machinery used • Landscaping: plant and prune shrubs according to plans and job specifications; plant trees; prepare ground, mark out areas for new beds, supply soil and manure; plant tree whips, and the mulching of beds. • Follow and abide by policy and procedure in order to promote a cleaner, healthier work environment. • Workshop maintenance Ensure all bins and benches are fully cleansed on a regular basis • Assist in the daily planning of operations, considering the use of resources and the health and safety of staff Ensure vehicles, plant and equipment are all in safe working order with daily vehicle checks and weekly maintenance • Ensuring that performance targets are met and standards of service are maintained • Participate in the use and application of quality monitoring and accreditation systems and to assist in the • implementation of new initiatives • Undertake other duties appropriate to the grade of the post
Demands	There are work related pressure arising from deadlines
Working conditions	There is high exposure to unpleasant working conditions from working outside in all weather conditions

Experience, knowledge and qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Through understanding of relevant Health and safety requirements • Knowledge and experience of general arboriculture. • Knowledge of machinery and qualified in use of chainsaw, chippers, stump grinders and hedge cutters • Full driving licence • Experience of working in a front line service • Basic knowledge of relevant services including legislative requirements • Willness to be trained <i>in all aspects of</i> arboriculture <p>Desirable</p> <ul style="list-style-type: none"> • Possess or willing to work towards a relevant qualifications in an appropriate arboriculture field • Experience of arboriculture practices and in a contract environment • Experience of supervising a team of workers
Skills and technical competencies	<ul style="list-style-type: none"> • Problem solving and planning skills are required to supervise and monitor tree work activates. • The post holder is responsible for ensuring performance targets and standards are delivered, allocating staff to work areas including operating machinery, tools and equipment. • Motivation skills required to lead a team • Communication skills required in order to liaise with external organisations and member of the public • Driving skills, required to drive tractors, 4x4 etc. • Verbal and written communication skills • Skill to interpret scheme of works, speciation's to ensure work is done to the required standard, on time and within budget.
Company standards	<ul style="list-style-type: none"> • Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the OLTS constitution and its policies and procedures. • Work within the requirements of the OLTS' Health and Safety policy, performance standards, safe systems of work and procedures. • Undertake all duties with due regard to the corporate equalities policy and relevant legislation.