



## Role Profile

<b>Role title</b>	Arborist Tree Surgeon – Landscape and Horticulture
<b>Division</b>	CORMAC Solutions
<b>Grade</b>	CH3
<b>Reports to (role title)</b>	Specialist Skilled Chargehand Arboriculture
<b>Version</b>	1.2
<b>Job code</b>	004895

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<b>Approving Director</b>	Andy James
<b>Date</b>	7 December 2020

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## Role purpose

To deliver practical arboricultural operations within the business remit of Cormac Solutions Ltd, including Cornwall Council owned property, property managed by Cormac, plus work undertaken for external clients.

Duties comprise of the organisation of resources and personnel relevant to the teams tasks which will include, tree climbing, aerial rescue, felling, dismantling, pruning and stump treatments and to ensure specification standard BS 3998: 2010 Tree work recommendations is adhered to. Duties also include the control and maintenance of equipment and may also include the undertaking of other arboricultural or grounds maintenance/landscaping related tasks as required.

The role involves working from clear instructions and guidance, but making decisions involving the use of initiative is paramount to efficiency and safety. Problems are referred to a supervisor / manager. Once instruction and paperwork has been given little supervision is necessary beyond that provided by working arrangements and methods.

## Dimensions

<b>Annual financial accountability</b>
None
<b>Direct accountability for the following roles</b>
There are no directly accountable staff
<b>Total number of employees that report to the role (directly and indirectly)</b>
Up to 8 members of staff
<b>Other key statistics</b>
<p>Length of road network - 7,291km          No of Structures – 1500 bridges and 1200 retaining walls          No of Depots – 3 major, 10 satellite, 150 chipping bays          No of schools served (cleaning, catering, landscaping and grounds maintenance) – 220          Nos. of households serviced weekly by this service 85,000          Recycling and composting rate in 2007/08 – 34.2%          12 (increasing to 14 by 2012) waste recycling centres          5 refuse transfer stations          In excess of 900 recycling bank locations          4300km of footpaths and bridleways          200km multi use trails          350km of coastal footpath          6% of the County open to public access.</p>

## Context

CORMAC is a wholly owned Cornwall Council company which started providing services in April 2012. Our priorities aligned with those of Cornwall Council are to contribute to sustainable economic growth, to create a better environment, to contribute to resilient and safe communities and to become a high performing company through continual improvement.

Working for both public and private sector clients, CORMAC concentrates on developing an effective integrated multi-service delivery model offering start-to-end services. CORMAC is a collective of a diverse range of services including maintenance, construction, management, technical, supply and support services working across the environmental, infrastructure, highways, Facilities Management, consultancy and fleet sectors.

CORMAC provides local communities with the essential services for everyday life through a multi-service delivery model, maximising the value and effectiveness of the solutions we provide through our local experience and diverse, locally based resources. Our technical resources enable us to not only to deliver frontline services, but to also design the way they are delivered, developing a collaborative relationship with clients and communities to create innovative solutions for service delivery.

This is a time of growth for the Arboriculture Team within CORMAC. We provide specialist support within the Organisation and undertake wide range of bespoke activities such as tree surgery work, tree planting and woodland management. We also provide specialist landscape contract work for Cornwall Council and supply works for external businesses and organisations.

## Accountabilities

- Undertake tree climbing operations and felling works;
- Attend daily to trees which may affect people, for example trees that may be overhanging or posing a threat to pavements, gardens, walkways and roads.
- Undertake full range of practical Arboricultural operations as specified in any works order or specification. This will include climbing & aerial operations, the use of MEWPS (mobile elevating platforms) for tree dismantling and pruning and breakdown of the crown.
- Prune trees to various standards and descriptions i.e. crown reduction, crown thinning, crown lifting to percentage and distance.
- To fell or sectional fell using ropes, pulleys and various other arboriculture implements, special cuts and techniques.
- Felling of trees of various sizes using a range of assisted felling techniques such as winch, rope, wedges and levers.
- Ensure compliance with all Health & Safety legislation relating to the task being undertaken.
- Ensure effective (relevant) maintenance of plant, machinery and vehicles used by the post holder.
- To aid in/undertake aerial inspections with/on behalf of the tree inspectors.
- To participate in Cormac emergency out of hours system as required.
- Use, maintain and record inspections of appropriate equipment machinery and PPE according to relevant safety legislation. (LOLER, PUWER, COSHH etc).
- Undertake training and supervision of other staff as necessary.
- Drive council vehicles as required adhering to the Cormac's driver's handbook.
- Deal with customers and members of the public in a courteous and professional

manner.

- Complete all relevant administrative tasks and paperwork (record LOLER personal equipment checks, timesheets, driver daily checks, vibration exposure, completed job tickets, timesheets, plant sheets and risk assessments).
- To undertake the planting and appropriate staking and protection of trees.
- Control and maintain arboriculture equipment and vehicles (to remit sanctioned by CTO)
- Undertake other duties appropriate to the grade of the post.
- Organise colleagues, materials and equipment as required

### Key objectives for the next 12 months

- Make an active contribution to provide efficient and effective services to the public.
- Improve your skill levels and increase productivity wherever possible.
- Be responsive to our customers, by taking a proactive approach when dealing with the public and other interested parties.
- Actively contribute to improving levels of efficiency by reducing non productive time and increasing quality and outputs on site.
- Ensure that colleagues under your direction comply with the organisation's Health and Safety procedure and make an active contribution to improving standards.
- Assist in the management and reduction of absenteeism due to accidents and sickness.

## Competencies and other requirements

Behavioural Competencies	Recruitment and selection
<p><b>Working Together towards a Successful Business</b> This is about contributing to good working relationships and team effectiveness, so that the collective performance is greater than the sum of each individual's effort, whilst recognising the contribution each team makes to CORMAC's business objectives. This is seen by:</p> <ul style="list-style-type: none"> <li>• Putting own priorities to one side if necessary to support the greater need of the team</li> <li>• Challenging decisions where they crucially affect the interests of the team or business</li> <li>• Making suggestions for improving own or others' work</li> <li>• Raising difficult issues with colleagues to improve relationships or address misunderstandings</li> </ul>	<p><b>Interview</b></p>
<p><b>Leading the Business and Managing Change</b> This is about contributing to the business and inspiring others to learn and develop whilst accepting challenges, especially in times of change. This is seen by:</p> <ul style="list-style-type: none"> <li>• Encouraging and supporting individuals, even when results could have been better</li> <li>• Giving individuals ownership of their work rather than controlling everything</li> <li>• Willingly accepting responsibility for challenging goals and targets</li> <li>• Promoting effective working during change by coaching and encouraging experimentation</li> </ul>	<p><b>Interview</b></p>

<p><b>Satisfying our Customers and Engaging with our Community</b> This is about contributing to good customer (including client) relationships and working with and engaging our partners and communities to support local aspirations. This is seen by:</p> <ul style="list-style-type: none"> <li>• Asking questions of and listening to customers to gain a deeper understanding of their needs</li> <li>• Trying to resolve problems or complaints</li> <li>• Proposing solutions for customers which are mutually favourable</li> <li>• Successfully persuading colleagues and/or customers of the benefits of doing the right thing</li> </ul>	<b>Interview</b>
<p><b>Sustaining and Innovation our Business</b> This is about contributing to the ongoing success and development of CORMAC's business, by growing and innovating for long term sustainability. This is seen by:</p> <ul style="list-style-type: none"> <li>• Delivering priorities without compromising long term objectives</li> <li>• Considering the impact of social, environmental, economic, political and technical factors in decision making</li> <li>• Actively looking for and initiating efficiencies and achieves savings</li> <li>• Innovating and developing new ways of delivering solutions</li> </ul>	<b>Interview</b>

<b>Knowledge, skills, qualifications and experience</b>	<b>Recruitment and selection</b>
<p><b>NPTC LEVEL 2 (or equivalent) Essential (in-date)</b></p> <ul style="list-style-type: none"> <li>• City and Guilds NPTC Level 3 Award in pruning and dismantling operations (QCF)</li> <li>• City &amp; Guilds NPTC Level 2 Award in Tree Climbing and Rescue (QCF)</li> <li>▪ City &amp; Guilds NPTC Level 2 Award in Chainsaw Maintenance and Cross Cutting (QCF)</li> <li>• City &amp; Guilds NPTC Level 2 Award in Felling and Processing Trees up to 380mm (QCF)</li> <li>• City &amp; Guilds NPTC Level 2 Award in Safe Use of Manually Fed Wood-chipper (QCF)</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• City &amp; Guilds NPTC Level 2 Award in Branch Removal and Breakdown of a Crown (QCF)</li> <li>• City &amp; Guilds NPTC Level 2 Award in Safe Use of a Powered Pole Pruner (QCF)</li> <li>• City &amp; Guilds NPTC Level 2 Award in the Safe Use of Stump Grinders (QCF)</li> <li>• City and Guilds NPTC Level 2 Award in the Safe Use of a Mobile Elevated Work Platform (QCF)</li> <li>• License to drive C1E</li> <li>• Academic qualification in Arboriculture related subject</li> </ul>	Application Form
<p>Knowledge and experience of Landscaping, Gardening, Construction, and general grounds maintenance work. Plus ability to interpret work specifications and plans.</p>	Interview Application Form
<p>Experience or knowledge of tree work in a commercial and contract environment</p>	Interview Application Form
<p>Utility awareness course such as the use of CAT Scans</p>	Application Form
<p>Experience and Knowledge of tree inspections and tree</p>	Application Form

identification	
Experience in using grass cutting machinery and brushcutters/strimmers	Interview and Application Form
Experience of working as a part of an effective team	Application Form
Good numeracy and literacy skills	Interview Application Form
Good working knowledge of the Health & Safety at Work Act with the ability to carry out risk assessments and appropriate documentations.	Interview

<b>Other requirements</b>	<b>Recruitment and selection</b>
There is very high demand for precision, coordination and sensory skills when undertaking aerial works and all aspects of tree work to ensure safety and quality of workmanship.	Interview Application Form
Act at all times in accordance with appropriate legislation and regulations, codes of practice (CORCONDUCT), and Cormac's policies and procedures.	Interview
To provide the service in accordance with Cormac's Vision, Corporate and service plans.	Interview
Problem solving skills required to solve day to day problems relating to the specific jobs.	Interview
Affable and polite showing good customer care skills	Interview
This position can be physically demanding and candidates should possess resilience particularly with regard to adverse weather conditions	Interview Application Form
A licence appropriate to the vehicle being driven	Application Form
This role has been identified by the organisation as safety critical	<b>NO</b>
This post is subject to overtime (where approved/appropriate)	<b>YES</b>
This post is subject to the Company's Flexitime Scheme	<b>NO</b>
This post is subject to a criminal records disclosure check	<b>NO</b>
This is a politically restricted post	<b>NO</b>

## Structure chart

Please refer to indicative Org Chart