NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

JOB DESCRIPTION

Job Title:	Arborist – Streetscene Operative				
Directorate:	Operational Services		**Service:**	Streetscene	
Post No:	EE	**Grade:**	6	**Date of Issue:**	November 2026
Responsible to:	Streetscene Arboriculture Supervisor				

Main Purpose of the Job

To carry out arboriculture operational tasks as directed by the Arboriculture Manager or Streetscene Arboriculture Supervisor.

To carry out the maintenance of all public areas, landscape sites, highway verges, recreation sites, for the purpose of horticultural, grounds maintenance and cleansing operations when required. To support Waste services as required

Main tasks/duties/responsibilities

- Undertake necessary tree works as required including small and large felling, climbing, working at height, pruning, aerial rescue from trees, and use of and working from a Mobile Elevated Work Platform (MEWP)
- Undertake a full range of arboriculture works
- Ensure compliance with all Health and Safety Legislation relating to the tasks being undertaken
- Complete site Risk Assessments
- Complete administrative task and paperwork (machines, checklists)

Occasional Tasks/Duties/Responsibilities

On occasions you may need to support other areas in our Streetscene department which may include:

- Support streetscene maintenance
- To undertake grass cutting care
- To prune shrub beds, hedges and to undertake other duties relating to the care of trees and shrubs
- To collect dead animals from sites as directed
- To assist in loading and unloading of vehicles
- To undertake duties of a general nature performed by the section
- To drive and be responsible for allocated vehicles and trailers

- To undertake vehicle checks for oil, water, tyres and routine maintenance inclusive of cleaning interior and exterior.
- To clear sites (e.g. dog fouling, graffiti, fly tipping, leaves, litter, debris etc).

General

1. To be aware of and carry out your responsibilities under the Council's Policy and Guidance relating to Safeguarding Children and Vulnerable Adults.

2. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.

3. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.

4. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.

5. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.

6. To be aware of and adhere to the Council's Equal Opportunities Policy.

7. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Equality Act).

8. To be familiar with the obligations and requirements of the council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Act

9. To participate in the emergency call out system.

10. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Disability Discrimination Act).

This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.