

1. JOB TITLE

Job Title:	Arboricultural Survey Technician	Reports to:	Arboriculture Team Manager
Service:	CommProt, Transp & Env Local Highway Services Group	Date:	April 2019

2. JOB PURPOSE

To carry out the delivery of planned arboricultural safety surveys and inspections at the direction of the Arboricultural Team Manager.

To collect photographic and detailed written evidence in response to incidents, such as would contribute to defence of the Council in the event of third party claims.

To assist with the supervision of the contractors, in maintaining high standards of service in arboriculture.

To contribute towards survey planning and data management to maintain consistent, high quality, efficient and effective Arboriculture services.

3. PRINCIPAL ACCOUNTABILITIES

1. To work to agreed annual targets of cyclical planned inspections, and to respond to customer care deadlines in response to all inspection work, as part of our customer focus, as directed by the Arboricultural Team Manager in servicing client's requirements.
2. To organise the day to day inspection activity, covering Health and Safety requirements, security of specialist test equipment and responsible care of the survey vehicle including its presentation and availability for servicing.
3. Carry out data manipulation via search and refresh activity of existing records, along with addition of new records to the Councils tree data management system. To be completed using either a mobile device or desktop application provided by the County Council.
4. To assist with the ongoing development of specialist knowledge within Surrey Highway Services teams and provide technical guidance to ensure managing risk from trees complies with Council policy and standards based on the legal framework governing trees and the law and financial priorities of the Council.
5. To work collaboratively within the Service, and with partner authorities, to ensure a consistent, co-ordinated and high standard of service delivery in response to specialist surveys and inspection activity as directed.
6. To create illustrated reports resulting from individual inspections with the aid of photography and proprietary Microsoft Office software.
7. Adhere to and promote the County Council's strategies for managing risk from trees within Surrey and to offer expert guidance and advice to clients.
8. To represent Surrey Highways at all times and respond to situations in the absence of the Arboricultural Team Manager as Service demands.
9. Support contract governance and administration, in assisting to deliver safety and quality audits as directed by the Arboriculture Team Manager.

4. WORK CONTEXT

Reporting to the Arboriculture Team Manager, the post holder occupies a key role in supporting the delivery of practical Arboricultural and Environmental works, strategies, innovation, financial control and service improvement.

It is essential that the post holder works closely with others in Surrey Highways, and Service providers, to develop joint ownership of practical solutions and proposals relating to all arboricultural, highway biodiversity and environmental issues.

The post holder has many internal and external contacts and may form part of a project team also working closely with Local Highway Services to provide technical data, advice and information for distribution widely.

Responsible for managing or contributing to all or parts of the following:-

- Tree identification affecting decision making on safety and highway management.
- Environmental factors (Biotic and Abiotic) influencing tree health.
- Identification of pathogens etc. affecting tree safety.
- Invasive and non-invasive techniques for testing trees and interpreting results.
- Legislation affecting the safety and management of highway trees.
- Ownership responsibilities and Health and Safety legislation.
- Responding to challenging Customer Care enquiries.
- Investigating and producing Tree Inspection Reports.

Together with the Team Manager the post holder will be required to contribute to budget/quotation preparation, budgetary monitoring, control and reporting and the identification and development of priorities, programmes and projects in order to maintain and improve all highway assets within Surrey.

5. DIMENSIONS

Financial:

Assisting with monitoring the following:-

- £1 million Revenue Tree Maintenance.

Non-Financial:

Accountable for:-

Project Managing individual survey activity on a daily basis.

Completing the cyclical inspection and refresh of data of Surrey's Highway tree stock and third party land as directed.

Principal Carriageway length: 546 km

Other County roads length: 4072 km

Bridges/other highway structures: 2000

Working directly on occasions with:-

- Highways Management Team
- Area Highways Groups
- Surrey's Boroughs and District Councils
- Structures Team
- Highway Information Team
- The Appointed Service Suppliers
- Other Services within Surrey County Council
- All Statutory Undertakers

6. PERSON SPECIFICATION

Education, Training and Work Qualifications

Hold or be capable of achieving a qualification listed in the Arboricultural Association Guide to Qualifications & Careers in Arboriculture at Level 4 or higher plus 2 years relevant highway tree survey experience.

LANTRA Professional Tree Inspection Certificate.

Valid full UK driving licence

NRSWA card desirable

Knowledge

A good working knowledge of the relevant principles, practices and procedures relating to Arboricultural and Environmental maintenance in Asset Planning, Highway Engineering and Maintenance.

A sound background and knowledge of managing the full range of trees and tree related/environmental issues on the public highway.

Method of Assessment

Application form

Application & Interview

Skills and Abilities

Good project management and computer skills.

The ability to performance manage in a project management environment.

Personal effectiveness (e.g. time management; outcome focused; public speaking; relationship management).

Set and deliver realistic, coordinated objectives in accordance with agreed priorities.

A good standard of oral and written communication, presentation and reporting skills.

Adaptability and flexibility, able to work under pressure.

Application form &
Interview

Relevant Experience

A successful background in arboriculture/environmental maintenance.

Success in managing office and site activities and priorities, including the direction and delivery of projects and programmes of work on time and to budget.

Application form &
Interview

Other Requirements

Enthusiastic and conscientious.

Ability to work with minimum supervision and to a high level of precision.

Good communication skills, both written and verbal.

Calm under pressure.

Personal and professional integrity.

Capacity to gain respect and credibility across the range of clients.

Ambition to strive for and achieve continuous improvement.

Innovative and creative.

Adaptable and flexible.