



GROUND PERSON

Job Description

Employer: City Suburban Tree Surgeons Limited

Title of Job: Ground Person

Grade: G2/G3

Person reports to: Crew Leader/ Arborists

Supervises: Trainee Ground Persons (as instructed)

Purpose of job:

To assist arboricultural teams in the provision of all aspects of tree care operations to industry and statutory standards.

Where the employee is qualified, he/she may be required to drive company vehicles in accordance with relevant legislation and company procedures to contribute to the efficient delivery of arboricultural services and to ensure the safety of vehicles, colleagues and other road users.

Prepared by: Pamela Cutting, SEQ Manager

Approved by: Michael Ramsden, Operations Manager **Effective Date:** 1 September 2010

DUTIES AND RESPONSIBILITIES

1. **Equal Opportunities:** City Suburban Tree Surgeons has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their own work, including undertaking any training where necessary.
2. **Health, Safety and Environment:** City Suburban Tree Surgeons is committed to a healthy and safe working environment and expects all its employees to implement and promote its policies, endeavouring to consider and integrate health and safety in all activities to safeguard employees, contractors, members of the public, property and the environment.
3. **Management Systems:** City Suburban Tree Surgeons is committed to the implementation of a Quality, Environment and Health & Safety management system and expects all employees to adhere to its policies and procedures and to assist in the development of the system in an effort to achieve its' overall aims and objectives.
4. To assist Arboricultural teams in all aspects of tree work.
5. To keep the work site clear of debris and assist climbers by passing tools and re-fuelling chainsaws.
6. To carry out aspects of tree care using the appropriate machinery and equipment, to the current industry standards in accordance with the needs of the particular tree species and their associated environment.
7. To work outdoors at all times of the year in all weather conditions.
8. To maintain allocated equipment, e.g. basic hand tools, ropes and harnesses, power tools, personal protective equipment etc. ensuring all safety checks are carried out in accordance with company policy and procedures.
9. To operate and maintain a brushwood chipper.
10. To understand work requirements and work to deadlines.
11. To assist the crew in traffic management and control as and when needed.
12. To ensure that the mechanical condition and security of vehicles and machinery used in operations is maintained in a safe and secure manner and that any defects, damage or breakdowns are reported promptly.
13. To render First Aid as required (when trained in First Aid procedures).
14. Ground persons will be expected to work towards the following certificates of competence:-
 - NPTC Unit CS30 – Maintaining a chainsaw;
 - NPTC Unit CS31 – Felling small trees;
 - NPTC Unit CS38 – Climb Trees and Perform Aerial Tree Rescue;
 - First Aid at Work;
 - Signing, Lighting and Guarding (Chapter 8).
15. To ensure prompt and accurate completion of all forms and records required for the duties of the post.
16. **Any other duties appropriate to the purpose and grade of the post, which may be allocated from time to time.**

Additional Duties of Driver

Where the employee is qualified to drive company vehicles and tow company trailers he/she may be required to carry out the following additional duties:

17. To drive any Company vehicle in accordance with the relevant legal requirements and Company procedures.
18. To follow all legislative requirements concerning Drivers' hours regulations, including the use of tachographs, if appropriate.
19. To report any incident that involves injury or damage to any third party property immediately, in line with Company procedures.
20. To perform daily pre-trip and post-trip vehicle and plant inspections and to report any defects or damage.
21. To perform daily audits of vehicle equipment, reporting any damage, defective or missing items.
22. To ensure vehicles and plant are fuelled sufficiently for the working day.
23. To clean vehicles and plant assigned to you and keep the vehicle in a tidy condition.
24. To ensure vehicles and plant are prepared ready for out of hours emergencies.
25. To perform minor maintenance tasks on the vehicles, as necessary.

EMPLOYEE SPECIFICATION

JOB TITLE: Ground Person

Skills/Abilities/Knowledge

1. Ability to undertake physically demanding work.
2. Ability to use, maintain and direct the use of appropriate plant and machinery in a safe and competent manner.
3. Ability to communicate in a clear and polite manner with colleagues and members of the public.
4. Ability to work within and contribute positively to a team.
5. Ability to carry out tree care operations to the current industry standards in accordance with the needs of the particular tree species and their associated environment.
5. Ability to maintain accurate records.
6. Ability to maintain knowledge of arboricultural practices, management and maintenance techniques including current legislation and guidelines.
7. Ability to assist in the identification of requirements for staff training and its implementation.

Additional for Duties of Driver

8. Ability to read and interpret maps and directions to plan the most efficient route for daily works orders.
9. Ability to undertake basic vehicle checks and to identify maintenance needs.

EXPERIENCE: Experience of undertaking physical work in an outdoor environment, preferably within Arboriculture or other ground related industry.
Previous experience of driving a large vehicle, e.g. HGV, would be an advantage.

ESSENTIAL QUALIFICATIONS: None

DESIRABLE QUALIFICATIONS: Current First Aid Certificate.
Relevant chainsaw certificates of competence (CS Units).
A current full driving licence for a manual vehicle pre 1997 or to have C1+E entitlement.
NPTC Unit PA1 – Safe Use of Pesticides.
NPTC Unit PA6a – Use of Hand Held Applicator.

STANDARDS:

Willingness to comply with and the ability to promote City Suburban Tree Surgeons Ltd's Equal Opportunities and Customer Care policies.

OTHER FACTORS:

May be required to work in emergency situations out of normal working hours.
