



Tūranga Mahi / Position Description:

Arborist

At Rotorua Lakes Council, we are guided by Tai Kawenga, which reflects both our purpose and the values that shape how we work together.

Tai means tide or current. Kawenga refers to the values we carry within us and the principles that carry us forward in our daily work. Together, Tai Kawenga provides the foundation for our culture, decision-making, and service to our community.

Our purpose speaks to why we exist and is expressed through three ideas that reflect our vision:

Customer Focused - Community Driven - People at the Heart

How we work together is guided by our **Purpose**, why we exist, our **Promise**, what we commit to delivering every day; our **Practices**, how we behave; and our **Principles**, the values we believe in and stand by:

Stronger Together - Lead with Integrity - Challenge and Innovate - Steward our Future

These principles set the expectations for how we work with colleagues, customers, iwi, stakeholders, and the wider community.

To be successful in this role, you will embrace the belief that:

"The organisation's success is my success. My job is only done when everyone's job is done."

Rotorua Lakes Council serves approximately 78,000 residents and millions of visitors each year. We are committed to continuously improving services for our community and customers.

Rotorua sits in the heart of the Te Arawa region, where approximately 40% of the population identify as Māori. Our bicultural foundation strengthens our understanding of Te Ao Māori and enriches our diverse community. We are committed to honouring our responsibilities to mana whenua and reflecting these relationships in how we work and serve our district.

Health, safety, and wellbeing are a top priority. Safety is everyone's responsibility, and we all play a role in creating environments where people can thrive and return home safely each day.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM). As a result, all employees may be required to undertake CDEM duties in addition to their normal position responsibilities when responding to, or recovering from, an emergency event.

As one team, we are committed to supporting Council's strategic direction, working collaboratively, embracing innovation, and making decisions that contribute to a sustainable future for our district.

Through Tai Kawenga, we recognise that every role contributes to the outcomes we achieve for our community.

The position description below describes the specific requirements of this position. The description within this position description is not an exhaustive list of responsibilities or tasks and staff are expected to contribute to the organisation through other tasks and activities assigned by their manager. In addition, you are also expected to be proactive in knowing and following Council policies and procedures.

TE ĀHUA O TE MAHI - POSITION SPECIFICATION	
MAHI - POSITION:	Arborist
RANGATIRA - REPORTS TO:	Arbouriculture Services Manager
KĀHUI - GROUP:	Community Experience
TAUNGA MAHI - LOCATION:	RLC Works Depot
PŪTAKE - POSITION PURPOSE:	The Arborist is responsible for the care, maintenance, and management of trees across council-managed parks, reserves, and public spaces. This role ensures the health, safety, and sustainability of the urban forest. The Arborist also supports general grounds maintenance activities when required, contributing to the overall presentation and functionality of council assets.
NGĀ WHAKARITENGA - DELEGATIONS	Direct reports: • 0
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	• Mayor and Elected Members • Te Tatau o te Arawa • CE's Group • Manahautū Te Arawa Partnership • Destination Development • Organisational Performance & Innovation • Infrastructure & Assets • Chief Financial Officer • People & Culture • Community Experience
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāwaho - External	• Council stakeholders • Contracted service providers • Technical professionals in your field • Consultants and Contractors • Auditors • Mana whenua • Neighbouring local authorities • Mayor and Elected Counsellors • Local Government New Zealand (LGNZ) • Media and professional groups • Regional Council • Chamber of Commerce • Te Arawa Entities • Rotorua Community & Partnership • Police • Māori Wardens • Neighbourhood support

**NGĀ MAHI MATUA -
KEY
ACCOUNTABILITIES:**

Tree Care & Maintenance

- Carry out pruning, shaping, and removal of trees and shrubs in accordance with best arboricultural practices.
- Perform tree planting, staking, mulching, and watering to ensure healthy establishment and growth.
- Inspect trees for signs of disease, pests, or structural issues and report concerns to the team leader.

Specialist Arboricultural Tasks

- Operate chainsaws, chippers, and other arborist equipment safely and effectively.
- Assist with tree climbing and aerial work using ropes and harnesses as required.
- Support tree risk assessments by providing accurate observations and field data.

Grounds & Site Maintenance

- Maintain work sites in a clean, safe, and tidy condition during and after tree work.
- Assist with debris removal, chipping, and recycling of green waste.
- Support seasonal and reactive tree maintenance programmes as directed.

Grounds & Open Space Care

- Maintain open spaces, ensuring they are tidy, safe, and visually appealing.
- Assist with general grounds maintenance when required.
- Support seasonal clean-up operations and event preparation.

Equipment & Resource Care

- Use arboricultural tools and machinery correctly and carry out basic maintenance and cleaning.
- Report any equipment faults or damage promptly to ensure safe operation.
- Ensure PPE is worn and maintained in good condition at all times.

Health & Safety

- Follow all council health and safety procedures and safe work practices, especially when working at height or with machinery.
- Identify hazards, manage risks, and report incidents immediately.
- Participate in safety briefings and toolbox talks to maintain a strong safety culture.

Customer Service

- Interact respectfully with members of the public and respond to inquiries when appropriate.
- Represent the council positively in all public interactions.
- Take responsibility for working safely and contributing to a healthy work environment by complying with health and safety requirements, identifying and managing risks, and actively supporting a culture of safety, wellbeing, and continuous improvement.
- Support our statutory Civil Defence and Emergency Management (CDEM) obligations by maintaining readiness to undertake assigned emergency management roles, participating in required CDEM training and exercises, and carrying out response and recovery duties as directed during emergency events, in addition to normal position responsibilities.

NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional delegated responsibilities

	<i>in the course of your employment that are consistent with the purpose of your role.</i> There will also be the annual delivery of agreed KPIs.
TE ĀHUA O TE TANGATA - PERSON SPECIFICATION	
NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)	• Certificate level 3 or 4 in Arboriculture or equivalent qualification. • Experience in arboricultural operations, preferably in a council or public sector environment. • Competency in tree climbing, rigging, and use of arborist equipment. • Valid driver's license; EWP, chainsaw, and first aid certifications desirable. • Basic understanding of grounds maintenance practices is an advantage.
NGĀ PŪKENGĀ - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES	• Arboricultural expertise and tree care knowledge • Health and safety compliance • Equipment operation and maintenance • Flexibility and teamwork • Communication and public engagement • Environmental awareness