



JOB PROFILE

Post Title:	Small machinery operator/tractor driver
Portfolio:	Environment, Natural Resources & Planning
Responsible to:	<i>Chargehand Silviculture</i>
Responsible for:	<i>None</i>
Grade:	B

Job Purpose

To improve the lives of all within our community and help the island thrive by supporting the Forestry Section with providing a reliable and efficient small machinery, herbicide and tree surgery application and tree surgery services. Where Small Machinery Operator duties are not required, provide the Forestry section with safe tractor driving and operation service that enables all required forestry operations to be carried out safely and efficiently.

Main Duties and Responsibilities

1. Carry out forestry tasks, which include clear-felling, harvesting, thinning, pruning and cleaning operations in both the forest and recreation areas as outlined in the Forestry Management Plan and ensure safe working practices are adhered to including the use and care of personal protective clothing and equipment in accordance with ANRD's Health and Safety and Forestry Service Standards
2. Carry out chemical cleaning operations by assessing environmental conditions to support chemical applications and ensuring the Health and Safety standards for the safe handling, use, application, transportation and storage of the herbicides used are strictly adhered to. This requires the adoption and application of safe working practices to ensure minimal risk to personal health, that of other, livestock and the environment.
3. Undertake tree surgery works as and when required in both forest and urban environments, involving working at various heights above ground level.
4. Ensure all chemical applications are logged and submitted to the Silviculture Officer on a weekly basis for necessary action.
5. In liaison with the Chargehand (Silviculture), assist with manual forestry operations which includes land clearance, general cleaning operations, ground preparation, tree planning, pruning, fencing and road verge cleaning.
6. In liaison with the Forestry Services Officer, assist with the harvesting of firewood,



JOB PROFILE

saw logs, rails and fencing material from SHG and privately owned forests in support of the divestment and outsourcing private contractors. This includes the harvesting of forest products such as Christmas trees, bamboos and greens for commercial uses.

7. In liaison with the Forestry Services Officer and Chargehand (Production) ensure the safe operation of any assigned ANRD Forestry tractors, including attachments i.e. winches, roof crane, loading bucket and cargo and logging trailers to ensure that the following services are provided as efficiently as possible, in accordance with all health and safety practices, that ensure the health and safety of the operator and all other authorised SHG or private personnel within the immediate work area:
 - Firewood and Sawlog harvesting, extraction, loading and delivery
 - Private and public sector tree felling and surgery operations, which may require removal of trees and or limbs that pose a threat to public facilities, residential properties, energy and telecommunication lines and which may be required under adverse environmental conditions.
8. To perform daily maintenance checks on the Divisions tractors, this should include the checking of all grease points, fuel, all oils, water and emission control additives, where required.
9. Assist the Chargehand (Silviculture) with ensuring all recurrent working environments are kept in a constant state of cleanliness following all operations.
10. Ensure the safe operation, maintenance and minor repairs to all forestry and small machinery, general tools and equipment including wood chipper, chainsaws, brushcutters and high pruners.
11. Responsible for all small machinery, tree surgery equipment (including laddering system and a two man work basket), tools, personal protective clothing and equipment valuing approximately £3,500.00.
12. Responsible for the safe handling, transportation, application and storage of select herbicides and applicators (spray cans).

Special Conditions

- Being available for call-out work as part of an ANR Emergency Response Team which could result in working in adverse weather conditions.
- Undertaking tree surgery operations to heights of 25 feet or more above ground level, often in wet and/or windy conditions. This will involve working from a laddering



JOB PROFILE

system and suspended work platform (such as a two man work basket suspended from a crane) at the aforementioned heights. This involves working on high risk trees such as those in Jamestown and often under challenging environmental conditions to complete operations.

- Discomfort of not having a toilet and hand-washing facilities when working away from ANR headquarters.
 - Having to work and stand on sloped, difficult terrain for the duration of the working day.
 - Working in areas heavily populated by rodents and bordering frequently used highways when undertaking verge cleaning.
 - Daily handling of flammable materials such as fuel and oils and herbicide chemicals.
 - Being available, when needed, to drive an SHG vehicle that will allow the timely undertaking and completion of all Forestry related tasks, this may include transporting labour to and from work sites, transporting forest produce into ANRD and to any other designated area or site and or collection of large items when procured offshore or locally.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



JOB PROFILE

Core Competency Framework

Competency	Level
Professional Development: N/A	(i)
Planning & Delivery of Work: <i>Work is produced on time and to a good quality standard.</i>	(i)
Analysis and use of Information: <i>Capable of resolving day-to-day problems with own work or refer to manager when necessary. Attentive to detail and capable of interpreting basic written information.</i>	(i)
Decision Making: <i>Ability to act on own initiative and apply sound logic to simple decision making and problem solving.</i>	(i)
Working with Others: <i>Receptive to feedback from others and maintains good working relationships with colleagues.</i>	(i)
Communication: <i>Active listener and communicates clearly and effectively both orally and written.</i>	(i)
Influencing and Persuading: <i>Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.</i>	(ii)
Dealing with Change: <i>Flexible and adaptable to change.</i>	(i)
Continuous Improvement: <i>Willing to learn and develop in job role.</i>	(i)
Managing Resources: N/A	(i)



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Basic literacy and numeracy	E	√	
A clean drivers licence Classes A, B, C, D, H and J	E	√	
Basic First Aid	E	√	
Local competency certificate in safe use and handling of pesticides	E	√	
Locally trained in tree surgery techniques and working at heights and use of small machinery	E	√	
Knowledge & Experience:			
Experience of working with and maintaining small machinery	E	√	√
Experience of tree surgery work	E	√	√
Experienced in tree climbing and safe use of laddering systems	E	√	√
Knowledge of tree surgery and associated practices including shedding and pollarding	E		√
Awareness of Health and Safety procedures, Forestry Service Standards and safe working systems	E		√
Competent in the use and maintenance of small machinery	E		√
Skills and Abilities:			
Good written communication skills	E		√
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals	E		√
Must have the ability to proficiently operate small machinery to include but is not limited to: chainsaws, high pruner, brushcutter, tractor and wood chipper	E		√
Practical plant driving and operational skills using hydraulic implements and attachments.	E		√
Self-motivated and proactive	E		√
Team player	E		√
Ability to use objective judgement when assessing environmental conditions and tree felling techniques	E		
Responsive to change	E		√
Must be diligent and be attentive to detail	E		√



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Innovative and creative when devising appropriate surgery methods to ensure it is done safely	E		√
Confident in working at heights and able to withstand constant operating items of small machinery	E		√
Other:			
Willingness to work flexibly – some evening work may be required.	E		√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		√

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

Not applicable