

**Assistant Arborist (Trainee)**

***Grade 4, SCP 16 – 22 (£28,865 - £34,198) - increasing to Grade 5, SCP 20 – 26 (£32,228 - £38,539) once initial training is completed.***

An opportunity has arisen within the Council to take on a Trainee Assistant Arborist. Working alongside our dedicated team of arborists you will gain practical experience in tree care. This is a unique entry-level opportunity to develop a career in arboriculture through hands-on and on-the-job training to safely perform the many varied aspects of arboriculture.

If you have a passion for becoming a tree surgeon, hold a valid driving licence, have good attention to detail, are self-motivated and enthusiastic with a desire to learn new things then we would like to hear from you. A committed approach to health and safety and a head for heights are also required for this role. You will be expected to attend training courses with an approved training provider to be trained to NPTC standards.

An application form and full details of the role (job description and selection criteria) can be downloaded at [www.douglas.gov.im](http://www.douglas.gov.im) or by contacting the Human Resources Section on 696455.

The closing date for receipt of completed applications is:

- **Friday, 11<sup>th</sup> July 2025 at 5.00 pm**

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**Miss K J Rice, Chief Executive**, City Hall, Ridgeway Street, Douglas, Isle of Man, IM99 1AD

Douglas City Council is committed to recruiting a diverse and highly talented workforce representative of our City and are committed to ensuring the recruitment and selection process is inclusive and accessible to all. We encourage applications from people of all backgrounds and aim to have a workforce that represents the City we serve.

## JOB OUTLINE

<b>DEPARTMENT:</b>	Environment & Regeneration
<b>SUB-SECTION:</b>	Parks
<b>DESIGNATION:</b>	Trainee Arborist
<b>REPORTS TO:</b>	Head Arborist
<b>GRADE:</b>	4, SCP 16 –22 increasing to 5, SCP 20 – 26 once initial training is complete.
<b>BASED AT:</b>	Ballaughton Nursery (various)
<b>DURATION OF POST:</b>	Permanent
<b>HOURS OF WORK:</b>	37 hours per week No overtime payments paid until 37 hours have been worked
<b>WORK PATTERN:</b>	Monday – Thursday 08:00 – 16:00 (½ hour lunch daily) Friday 08:00 – 15:30 (½ hour lunch)
<b>FLEXIBILITY:</b>	Ability to adapt to changing circumstances and work flexibly without assigned tasks normally being disrupted Postholder must be prepared to carry out overtime duties and to work on Public and extra Statutory Holidays as required. Postholder must also be prepared to work outside of normal working times when requested. Appropriate overtime rates, in accordance with the terms and conditions of employment, will be paid for duties undertaken outside of normal working hours
<b>PUBLIC IMAGE:</b>	All personnel must wear and maintain any uniform or PPE provided In order to provide appropriate standards of service and to maintain a good public image, it is a condition of the job that the postholder will not consume alcoholic drinks or narcotic substances during the duration of the working day. Undertake the duties of the post in such a manner as to enhance and protect the reputation and public profile of the Council
<b>RESOURCES:</b>	Proper use/safekeeping of larger vehicles/plant/machinery
<b>CONTACTS:</b>	Routine contacts with others, including members of the public
<b>ENVIRONMENT:</b>	Work outside during all weathers/conditions in unfavourable/unpleasant environments/some exposure to very disagreeable elements
<b>SMOKING:</b>	Compliance with the Council's Smoke-Free Workplace policy
<b>SUPERVISION</b>	No direct supervision - expected to assist with lower graded staff and trainees as instructed
<b>HEALTH:</b>	Physically fit as the work requires intense physical effort
<b>TRAINING:</b>	Provided as required

**TRANSFERS & INTERDEPARTMENTAL WORKING:** The post will be interchangeable within and between services/contracts and may be required to carry out other duties of a similar level of responsibility that may be assigned to post holder by the Line Manager provided such duties are deemed to be within the competence of the employee. Employees may be required to undertake interdepartmental working.

**DOES THE OCCUPANT WORK ALONGSIDE THE PERSON HE/SHE REPORTS TO?** Yes

## **TRAINEE – Entry Level**

Various aspects of arboriculture that will be included as part of the trainee role:

- Tree climbing
- Pruning
- Rigging
- Cabling and bracing
- Removals
- Maintaining and operating equipment (e.g., hand tools, chainsaws, chippers, aerial lifts)
- Implementing work zone safety procedures
- Assistant Arborist team working on ground and aloft
- Assistant with driving, backing, dumping, and parking duties
- Learning, understanding, and adhering to all safety rules, policies and procedures

Once familiar with the above, you will be expected to attend training courses with an approved training provider to be trained to NPTC standards which will include:

- Basic crosscutting training
- Aerial rescue training
- Chainsaw rope and harness training

## **ONCE FULL TRAINED THE MAIN PURPOSE OF THE JOB:**

Undertake skilled Arboriculture duties. Ensure the care and maintenance of all Council owned trees along with associated skills required to achieve a safe and well managed tree stock.

Undertake the duties of the post in such a manner as to enhance and protect the reputation and public profile of the Council.

## **SUMMARY OF MAIN DUTIES**

1. Assist in the carrying out all aspects of arboricultural works across the City of Douglas, including pruning, felling, de-limbing and cross-cutting of trees, utilising specialist equipment in an approved manner and in accordance with NPTC Certification.
2. Possession of an NPTC Certificate.
3. Maintain allocated plant and machinery, e.g., basic hand tools, ropes and harnesses, power tools, PPE, etc.
4. Drive and operate all works machinery and vehicles, to ensure all items of PPE are kept secure, clean and in a good state of repair and report any defects to the Arborist/Foreman Arborist.
5. Be familiar with safe traffic management for highways and footways.
6. Assist with inspections and accurate record keeping in respect of all ladders allocated to the Parks Section.
7. Ensure that plant, machinery and equipment used is operated in accordance with the manufacturer's guidelines, reporting all faults immediately as set out in the Council's reporting procedures.
8. Comply at all times with the Council's absence reporting procedures ensuring the Nursery Office is immediately contacted on any occasion when ill-health prevents attendance at work.

9. Work during all weathers and conditions including working in unfavourable and unpleasant environments, when necessary, with some exposure to very disagreeable elements.
10. Use of routine and the daily maintenance of various arboricultural tools and machinery plant.
11. Carry out gritting, salt spreading and snow clearing, as necessary, during bad/inclement weather.
12. Ensure that Health & Safety Regulations are adhered to in accordance with the Council's Health & Safety policy at all times.
13. Attend any training courses deemed necessary.
14. Undertake personal Health & Safety responsibilities within the HASAWA 1974.
15. Provision of cover in the absence of the Arborist.
16. Develop and maintain good working relationships within the Arborist Team, internal Departments, Sections and other agencies as required.
17. Commitment to excellent customer service.
18. Compliance with the Council's Smoke-free Workplace policy in vehicles and other buildings.
19. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.
20. Compliance with the provisions of the Isle of Man Data Protection Act 2018, Freedom of Information Act 2015, Council policies, procedures, Standing Orders and Financial Regulations, other relevant legislation and Committee procedures.
21. Be responsible for the health and safety of the staff of Parks Services and for the safety of the public and other staff that come into contact with any aspect of Parks Services duties being undertaken.
22. Participate fully in discussions relating to any changes deemed necessary to the job outline, reaching mutual agreement to any reasonable changes to the job outline after consultation with the post holder, if not agreed by mutual consent.
23. Such other duties within a similar level of responsibility as may from time to time be required by the Assistant Heads of Parks/Head of Parks/ Foreman Arborist or Arborist.

## **SKILLS REQUIRED ONCE TRAINEE ROLE COMPLETED:**

### **Essential**

1. Experience in Arboriculture, including tree climbing, pruning and planting.
2. An NPTC chainsaw proficiency certificate.
3. Manual handling and the ability to operate brushwood chipper.
4. Communication and computer skills.
5. An ability to demonstrate understanding of customer needs and to be able to respond appropriately.
6. Effective team worker, self-motivated with the ability to show initiative and contribute to the team at all levels.
7. Full/clean valid driving licence.

### **Desirable**

1. A formal qualification, or a willingness to gain one, in Arboriculture.
2. Experience of working within a local authority dealing with trees/arboricultural issues.
3. Administrative skills.
4. Experience in the use of elevating platform/hoist equipment.
5. An NTPC Certificate in pesticide application.
6. A full LGV or HGV driving licence.
7. Political sensitivity.