JOB TITLE Environmental Services Coordinator

DATE 11/01/2022

REPORTS TO General Manager

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| **job description** | |
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| Purpose of role | The Environmental Services Coordinator is responsible for the operation of the Environmental Services business unit of the Armidale Tree Group. |
| Main duties and responsibilities | * Operational   + Coordinating and overseeing the scheduling and implementation of environmental services work.     - Preparation of tree planting sites, including ripping, mounding, weed spraying and similar.     - Maintenance of existing plantings including watering, weed control, monitoring growth and survival, replacement planting.     - Bush regeneration including weed control and removal, mowing, planting, ecological burning.   + Supervision of the Field Officer.     - Delegation of field crew supervision and mobilisation     - Regular briefings on ES projects   + Providing quotes and invoices to clients.   + Liaising with the *Wholesale Coordinator* and *General Manager.*   + Maintaining an inventory of Environmental Services tools and equipment, including maintenance schedules, replacement and servicing.   + Carrying out maintenance, replacement, and repair on equipment used by Environmental Services unit.   + Maintaining and updating WHS documentation and procedures.   + Regular reporting to the *General Manager*regarding projects, budgets, staff issues and other matters. * Business Development   + Identifying or expanding business opportunities for the Environmental Services department.   + Build and maintain key client relationships.   + Work with the *General Manager* to build long-term organisational goals.   The above list is not exhaustive, and the role may change to meet the overall objectives of the organisation. |
| Other duties | Fulfil other duties as required by management and other department personnel as requested/required. |
| Work hours | The position is for 75 hours/fortnight. |
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| **Person Specification** | |
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| Qualifications | * Class C Driver License * AQF3 * AQF4 * Individual EPA license |
| Experience | * Supervising teams in outdoor situations. Practical mechanical experience with 4WD vehicles, pumps and small engines. Planning, budgeting and reporting on work activities. |
| Knowledge | * Work Health and Safety document creation. * New England ecological environments. * Sound mechanical knowledge. |
| Skills & competencies | * **Customer service focused:** committed to providing exceptional customer service across all channels – written, phone and face to face. * **Communication:** the ability to communicate clearly and concisely**,** varying communication style depending upon the audience. * Attention to detail: excellent attention to detail and written skills when communicating with others, both internally and externally. * Commerciality: ability to apply knowledge in a practical, commercial manner. * Teamwork: willingness to assist and support others as required and get on with team members. * Time management/organisation: accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner. |
| Personal attributes | * Professional approach. * Ability to take constructive criticism. * Ability to work under pressure. * Organisational and time management skills. * Excellent attention to detail. * Confident manner. * Positive approach to change. |
| Other | * Ability to work outdoors including in inclement weather conditions and long hours. * Willingness to undertake out of hours’ work, travel and overnight stays. |

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

**ACKNOWLEDGEMENT**

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

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| **SIGNED BY YOU**  .........................................................  Employee |  | .............................................  Date |

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| **SIGNED BY MANAGEMENT**  .........................................................  Manager |  | .............................................  Date |