# JOB DESCRIPTION

## JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>City Arborist</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Parks and Recreation</td>
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<tr>
<td>Reports to Position:</td>
<td>Parks and Recreation Director</td>
</tr>
<tr>
<td>Location:</td>
<td>Thomas Park</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>05/07/2015</td>
</tr>
<tr>
<td>Civil Service:</td>
<td>N/A</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>NB Pay Scale</td>
</tr>
<tr>
<td>Overtime Status:</td>
<td>Salary – No Overtime</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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</tbody>
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## JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

This is a supervisory position which involves programming and administration for the City’s urban forest and serves as the City Forester. Provides technical guidance for the City’s forestry operations, including managing city-wide standards for forestry and landscape architecture and construction management elements of public works projects. This employee will plan, direct, coordinate, and control the activities of subordinate personnel. The City Arborist must exercise discretion and independent judgment in the day-to-day activities of the division.

## ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Plans, organizes and coordinates staff and equipment needed to conduct year-round tree and landscape operations.
- Supervises field crews, including arborist technicians, equipment operators, and seasonal laborers; monitors work quality, productivity and adherence to work rules and safe work procedures. Coordinates on-going training of forestry staff.
- Manages field crews in response to weather related emergencies such as wind and ice storms.
- Coordinates and arranges forestry public events such as Arbor Day, Street Tree Replacement Program, One Day in May, grants and community plantings.
- Supervises and assists in the propagation, planting and transplanting of trees, shrubs, and flowers in the city.
- Supervises chemical treatments and fertilization of public plants, trees and lawns.
- Coordinates and submits the Tree City USA application and awards.
- Manages and administers the City’s Emerald Ash Borer Readiness Plan.
- Administers tree and landscape maintenance contracts.
- Investigates, resolves, and follows up on citizen concerns and service requests.
- Enforces City code requirements related to trees.
- Updates and maintains computerized street tree and park tree inventories.
- Serve as an ex-officio member of the Tree Board.
- Establishes goals, with assistance from the Parks and Recreation Director, for the completion of required work.
- Compiles necessary information and coordination for development of work programs.
- Assigns and directs work; adjusts employee grievances as required; evaluates and reviews employee performance; makes recommendations regarding personnel changes; disciplines in accordance with department policies and procedures.
- Insures that personnel comply with applicable safety and occupational health standards and department policies and procedures. Promotes the safety and improved work procedures and methods.
- Assists the Parks and Recreation Director in developing and monitoring department and division budget.
- Prepares specifications for purchase of equipment and supplies.
- Supervises the in-service training and development of subordinate employees.
- Supervises and performs maintenance and repair of the department’s equipment.
- Assists the Parks & Recreation Director in responding to flood, snow and other emergencies.
- Supervises and implements the Safe Room Operation and Response Plan.
Supervises and performs custodial maintenance and protection of park properties; inspects park facilities to insure proper care and maintenance.
Prepares orders for supplies and materials; maintains records and prepares reports as required.
Trains and schedules park maintenance personnel.
Attends conferences, workshops and professional meetings relating to specific job concerns.
May perform tasks of subordinate personnel when necessary.
Performs related work as required.

REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Knowledge of city, county, state and federal health and safety standards and the principles and practices including knowledge of potential hazards and the necessary safety precautions.
- Knowledge of the modern principles and practices of tree care and landscape management. Knowledge of tree anatomy and physiology.
- Knowledge of and ability to identify common tree landscape plant species as well as signs and symptoms of insects and disease.
- Knowledge of governmental regulations and governing industry standards for arboriculture and landscape work, including pesticide regulations.
- Knowledge of the terminology, tools, equipment, and methods used in arboriculture, including tree climbing and rigging systems, tree planting, pruning, and tree and stump removal.
- Knowledge of the methods, tools, equipment, and materials used in horticulture, landscaping and grounds maintenance.
- Knowledge of and ability to use computer applications, including Microsoft Office, street and park tree inventory and management software, and geographic information system (GIS) forestry applications.
- Knowledge of mathematics and ability to perform accurate calculations
- Must possess good oral communication skills.
- Most possess good written communication skills.
- Knowledge of first aid, occupational hazards and safety precautions.
- Ability to plan, direct coordinate and control the activities of subordinates.
- Ability to establish and maintain effective working relationships with senior staff, direct reports, elected officials, other agencies and the public.
- Ability to prepare clear and concise material and labor cost estimates, and required records and reports.
- Ability to effectively supervise, discipline, evaluate, motivate, train and coach crews performing urban forestry activities.
- Ability to plan, organize and coordinate work, staff and resources to meet deadlines.

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Ability to read, speak, write and understand English to communicate effectively with fellow employees, contractors and the general public by telephone, two-way radio, computer, written format and in person.
- Ability to operate computer keyboard, calculator, copier and similar electronic and manual office machines.
- Ability to develop and monitor processes, which maintain a healthy urban forest.
- Physical ability to traverse variable terrain conditions not accessible by vehicle including but not limited to trees, steep slopes, unleveled grades and heavily vegetated areas for the purpose of site review, maintenance and work inspection.
- Ability to perform a variety of physical labor activities as needed, including sawing, pruning, shoveling, using a variety of hand and power tools, repetitive lifting up to 50 pounds, stooping, bending, climbing and work long hours outdoors, occasionally under adverse conditions.
- Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.
### QUALIFICATIONS
List the minimum requirements to be considered for this position:

- Graduation from an accredited four-year college or university with a Bachelor’s Degree in arboriculture, urban forestry, conservation management, environmental science, natural resources or closely related field.
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- Iowa Department of Agriculture Public Pesticide Applicators License Categories (2) Forest Pest and (3) Ornamental and Turf Pest Control or ability to obtain within one year from hire date.
- International Society of Arborist certification as an arborist or municipal arborist within six months of appointment.
- Must possess a valid Class B Commercial Driver’s License, with Endorsement N for bulk tank vehicles, and Restriction L for vehicles with air brakes, within 30 days after date of hire.

### WORKING CONDITIONS
List working conditions for this position:

- Works in an office environment, but often works outdoors, may require work in extreme weather conditions
- Works a standard work week
- May be required to work some overtime upon demand of workload

### REQUIRED BACKGROUND CHECKS
List working conditions for this position:

- Sex Offender Registry
- DOT Drug Screening
- Driving Record
- Pre-Employment Physical