

URBAN FORESTRY SUPERVISOR

DEFINITION

Under general supervision of the Tax Services Manager, schedules and participates in the daily work of personnel assigned to the Urban Forestry Division. This division is responsible for tree and shrubbery care, planting, trimming, removal, bracing, spraying, surgery, overseeing and monitoring various contract services relating to tree maintenance, and urban forestry programs on parkways, streets, and City-owned properties. In addition, this position creates and implements City landscape and irrigation design and maintenance standards for landscape and lighting districts, open space maintenance districts, and other publicly-owned property. Performs related responsibilities as required.

DISTINGUISHING CHARACTERISTICS

This single position class is a first level supervisory position responsible for planning, assigning, and supervising the work of assigned crews engaged in the planting and care of City trees, shrubbery, and hardscapes, and coordinating the work of contractors performing work in this area.

REPORTS TO

This position reports to the Tax Services Manager.

CLASSIFICATIONS SUPERVISED

This is a supervisory class.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervises the work of subordinate personnel in performing tree care duties (planting, trimming, removal, and surgery), hardscape maintenance, weed maintenance, and spraying.

Plans and develops a tree and shrubbery nursery.

Conducts safety sessions on rules and regulations relating to hand tools and motorized tree and aerial equipment, and periodically inspects equipment for unsafe working conditions and recommends repairs. Ensures the safe use of equipment, materials methods, and procedures.

Instructs personnel in the proper handling and usage of chemicals, pesticides, and fertilizers; determines the need for spraying chemical injections to eradicate pests and diseases.

Gives job instruction and determines the equipment, personnel, and materials used on projects as well as special tasks.

Completes a variety of work reports and maintain work records.

Instructs subordinate employees in proper tree care techniques and safety practices.

Conducts periodic surveys of conditions of street trees and hardscapes, and recommends changes and improvement.

Investigates problems involving City owned street trees and responds to citizen requests.

Inspects contract street tree operations to ensure adequate performance and contract compliance.

Inspects and recommends all new trees purchase and other landscaping vegetation for new commercial and residential developments as well as reforestation and restoration of existing landscaping.

Assists in the management of the maintenance activities for the landscape and lighting districts, open space districts, and other publicly-owned property.

Reviews and approves landscape and irrigation plans for landscaping and lighting districts, open space maintenance districts, and other publicly-owned property (i.e. parks, roadway medians, and public buildings.)

Plans and designs irrigation systems for City parks, landscape areas, and model conservation demonstration areas.

Confers with the Tax Services Manager to plan major work programs and procedures.

Keeps records and submits reports on tree care operations.

Assists in the preparation of division budget and monitors expenditures.

Prepares project cost estimates and schedules.

Responds to emergency and after-hours calls as needed.

Operates City vehicles and equipment required to perform the job.

Ensures effectiveness of Division employees in performing assigned duties through supervision, training, evaluation, and discipline.

Determines work priorities and directs the overall scheduling. Sets standards for work crews engaged in the maintenance of City-owned trees, roadsides, ditch banks, and/or median strips.

Prepares, maintains, updates, and revises street tree master plan; reviews and makes recommendations for amendments or updates of City tree ordinances.

Responds to requests and concerns from user departments to ensure satisfactory performance.

Receives and responds to citizen concerns regarding status of City trees.

Assists in the development of procedural and policy information regarding tree trimming and removal.

Performs related work as required.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; walk for long distances on sloped, slippery ground and uneven surfaces; climbing and working at unusual heights; normal manual dexterity and eye-hand coordination; ability to lift material weighing over 100 lbs. with assistance; ability to bend, stoop, kneel, crawl, and crouch; corrected hearing and vision to normal range; verbal communication.

TYPICAL WORKING CONDITIONS

Work is performed outside in varying temperature, weather, and humid conditions; work is performed in an environment with constant noise, exposure to gasses, fumes, dust, grease, chemicals, and oils; exposure to moving equipment, exposure to electrical current; works at unusual heights; constant contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles and practices of landscape and irrigation design, construction, and maintenance.

Laws and regulations relating to landscape, irrigation design, construction, plant specification, and pest control and eradication.

Common plant and tree diseases, and pests of the area and means of their eradication or control.

Proper methods, materials, tools, and equipment used in tree trimming, hardscapes, planting, removal, cultivating, and maintenance; techniques of bracing and staking trees.

Botanical definition and common names of street trees, shrubs and flowers.

Characteristics, use, cultivation, and maintenance requirements of trees, shrubs, and flowers used in parks, parkways, and for ornamental purposes

Cal-OSHA requirements and appropriate safety procedures as they relate to park and tree maintenance activities.

Ability to:

Operate vehicles and equipment required to perform the job and instruct others in the proper usage of this equipment.

Perform skilled work in street tree/hardscape operations, including inspection.

Work independently exercising effective decision making skills.

Plan, organize, train, supervise, and evaluate the work of others.

Read and interpret blueprints.

Interpret, apply, and explain laws, regulations, standards, and policies and procedures.

Establish and maintain effective working relationships with City staff, public officials, outside agencies, and the public.

Operate computer utilizing a variety of software including word processing and spreadsheet applications.

Communicate effectively in written and oral form.

Inspect, install, and maintain landscape irrigation systems.

Estimate personnel, material, and equipment requirements for assigned projects.

Recordkeeping principles and reporting procedures.

Training and Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Specialized training and/or education in ornamental horticulture, landscape, and irrigation design or related field.
- Three (3) years responsible experience in park and street tree maintenance, including the use of aerial equipment, and supervisory or lead experience.
- Completion of the requirements for an Associate of Arts or Bachelor of Science degree from an accredited college or university with emphasis in Horticulture or Urban Forestry, or a closely related field.

Special Requirements:


Possession of, or ability to obtain within six months from date of hire, a valid Class B California Driver's License.

Possession of, or ability to obtain, a valid California Pesticide Applicator License.

Certification as an arborist by the Western Chapter of the International Society of Horticulture.

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APPROVED _____


Chairperson, Personnel Board

DATE _____

5/8/06