

URBAN FORESTER

DEFINITION

To plan, organize, direct and supervise urban forestry and open space maintenance operations within the Open Space Division; to perform professional administrative and technical duties related to the City's urban forestry and open space maintenance programs; and perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Parks, Recreation & Libraries Superintendent.

Exercise direct supervision over maintenance personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for urban forest and open space maintenance; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in urban forestry and open space maintenance activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditures.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Develop and implement long-range urban forest management plans; conduct inventories of trees and plantings on public property; assess health of trees/plantings and determine care, removal, and/or replacement.

Coordinate with various community groups in replacement/regeneration efforts and activities; work with such groups in developing and promoting information about urban forestry and make informational presentations.

Coordinate special events related to urban forestry goals, including fund-raising activities; work with local, State, and Federal agencies to develop and promote urban forestry and streambed maintenance and enhancement.

Administer contracts and agreements related to program areas; monitor and coordinate on-going operations of assigned program areas; maintain documentation and supporting records and statistics; oversee and inspect the work of contractors in the care of the urban forest.

Review construction plans and blue prints and make recommendations for the planting of trees; perform quality insurance inspections for tree pruning, maintenance and irrigation for bike trails and oak mitigation planning sites on City and contractor project sites.

Assist in the development of new program elements and program modifications to meet program goals and objectives; monitor and coordinate the operation of assigned program areas; perform analytical work including feasibility analysis of proposed open space, preservation and tree related projects; assist in formulating program policies, goals and procedures.

Prepare a variety of technical reports and correspondence related to urban forest and natural resource related programs or facilities to City Council, Parks Commission, and/or other boards and commissions.

Prepare grant/funding proposals according to requirements; monitor approved grants/funds to ensure compliance with conditions and regulations; maintain appropriate documentation and records; participate in audits conducted by grant/funding authority.

Determine and plan for seasonal hiring needs.

Respond to requests for information from the general public, City staff, developers, and other interested parties; research requested information and make recommendations appropriate to resolving inquiries and/or complaints.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of urban forestry and natural resources management, wildlife biology and management, soil science, natural resource management and conservation.

Principles of supervision, training and performance evaluations.

Principles of budget monitoring.

Pertinent local, State and Federal laws, ordinances and rules, especially as related to environmental and natural resource issues.

Principles and practices in geographic information systems and GPS data collection.

Principles and practices of forest and soil science, micro and macro economics.

Principles and practices of advanced program and project management.

Principles and practices of safety management.

Principles, practices, and assessment methods in urban forest management.

Prepare and review construction specifications and blue prints.

Research methods and procedures including statistical analysis and report writing.

Ability to:

Organize, implement and direct urban forestry activities.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time. Intermittently walk, bend, or stoop to observe field operations; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight or 10 pounds or less.

Perform professional work in the development, administration and implementation of an urban forestry program.

Develop and recommend policies and procedures related to assigned operations.

Assist in the development and monitoring of an assigned program budget.

Interpret and apply complex policies, procedures, rules and regulations; understand and apply environmental information as related to the implementation and operation of a variety of open space and urban forestry programs.

Prepare and make formal and informal presentations related to urban forestry and open maintenance programs.

Administer assigned program and/or project responsibilities; prepare complex reports; evaluate and develop procedures and policies and make related recommendations.

Exercise initiative and independent judgment in sensitive situations; interview, research, problem solve, and negotiate.

May attend evening or weekend meetings outside of usual working hours, as required.

Supervise, train, and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Three years of professional experience performing assessment and maintenance of trees in an urban environment, including one year of lead responsibility.

AND

Training:

A Bachelor's degree from an accredited college or university in urban forestry, biology, environmental science, ornamental horticulture or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of Arborist and Tree Risk Assessor Certification, and in good standing, as issued by the International Society of Arboriculture (ISA).

05-10-19

08-08-14

08-25-12

06-26-06 Urban Forester