

POSITION TITLE: ARBORIST
DEPARTMENT: ADMINISTRATION

**CITY OF
 BOWLING GREEN**

REPORTING RELATIONSHIPS

Municipal Administrator

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

Tree Trimmer Supervisor, Tree Trimmer, Public Works Supervisors, Public Works Equipment Operators

DIRECT: 5 (?)

INDIRECT: 0

POSITION FUNCTION

This position is responsible for planning, organizing, and directing all activities related to the acquisition, planting, growing, maintenance, and removal of trees on City properties and rights of way. To provide support to the City's Tree Commission and on-going management of the City's urban trees as well as to assist other departments in related activities. Working primarily at the community level, provides technical guidance and supervises urban forestry activities.

JOB RESPONSIBILITIES

- Develops, writes, and administers new and improved plans/procedures including policies, objectives, long- and short-term maintenance schedules, year tree acquisition and planning program(s), etc. as deemed necessary to improve effectiveness.
- Determines salvation or removal of diseased/injured trees, establishes a removal and replacement policy for public trees. Reviews City projects to ensure health and survival of trees; Ability to write and administer an urban forestry plan;
- Identify dangerous/hazardous trees, poorly maintained trees, improperly selected tree species and planting locations, and young trees that may be structurally unsound due to improper care;
- Serves as liason and coordinator between City departments and neighborhood associations and other groups regarding the Urban Forestry Plan and other tree service activities;
- Provides training for City personnel involved in street right-of-way or other public property tree care;
- Plans, organizes, and directs the work activities of employees engaged in tree/shrub maintenance, planting, pruning, trimming, removing, and any other tree care practices in the City parks, public rights-of-way, or other City property;
- Writes specifications for supplies, services, materials, equipment; prepares cost estimates and purchase requisitions;
- Maintains and enforces the City's tree ordinances and tree care policies;
- Develops, implements, and maintains a tree inventory program, tree maintenance program, and programs necessary to promote tree planting plans and activities;
- Monitors the health of City tree population; diagnoses tree problems caused by pests, diseases, and injuries;
- Establishes and maintains a computerized filing and record-keeping system of tree inventory data, service requests, and work histories;
- Conducts tree surveys of City parks and public rights-of-way to collect tree inventory data;
- Researches, applies for, and maintains any available grants for Urban Forestry programs and beautification projects;
- Analyzes data and compiles monthly, quarterly, annual, special narrative, and statistical reports. Maintains the budget, expenses, and records for all necessary finances.
- Develops and manages an annual service contract for tree service;
- Prepares and presents educational programs to schools and other community groups;
- Attends committee meetings. Takes minutes, transcribes notes, and prepares and maintains the necessary reports for the Tree Commission and City Council;
- Performs other related tasks as assigned.

PHYSICAL REQUIREMENTS

Performs duties in a standard office environment and outdoors involving walking/standing for long periods, pushing/pulling/lifting/carrying objects weighing 25 to 50 pounds, crouching/kneeling/bending/reaching, hearing sounds/communication, and handling/grasping objects.

REQUIRED SKILL SETS	
<p>Occupational/Technical Skills</p> <p>Knowledge of the principles of general management and public administration</p> <p>Ability to use spreadsheet, database, word processing and selected job-specific software</p> <p>Must maintain a valid Ohio Driver's License and have the ability to drive various types of vehicles. Driving record sufficient to meet the City's insurance carrier requirements.</p> <p>Operates hand and power tools and other mechanical equipment as needed to complete assigned tasks.</p> <p>Tree climbing experience and ability required.</p> <p>Administrative Skills</p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to set goals, organize work, set priorities and meet critical deadlines with a minimum of direction</p> <p>Ability to adequately allocate resources to meet objectives</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to keep clear and accurate records and reports</p> <p>Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information</p> <p>Knowledge of filing methods and records management techniques</p> <p>Knowledge of modern office equipment</p> <p>Cognitive Skills</p> <p>Ability to deal with a variety of concrete variables in situations where only limited standardization exists</p> <p>Ability to make timely, sound decisions</p> <p>Knowledge of methods and techniques of research</p> <p>Ability to interpret professional periodicals and journals, technical procedures, and government regulations</p> <p>Ability to interpret complicated policies, procedures and protocols</p> <p>Ability to perform standard business arithmetic, including percentages and decimals</p>	<p>Ability to research, compile and summarize a variety of informational and statistical data and materials</p> <p>Knowledge of basic budgetary principles and practices</p> <p>Ability to develop original, unusual, successful approaches</p> <p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p>Communications Skills</p> <p>Ability to let people know of decisions, changes, and other relevant information in a timely fashion</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to speak effectively before groups and to respond to questions</p> <p>Ability to deliver effective presentations</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to use appropriate style, format, and tone in formal and informal business communications</p> <p>Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary</p> <p>Interpersonal Skills</p> <p>Ability to use tact and discretion</p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to maintain issue confidentiality</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p> <p>Leadership Skills</p> <p>Ability to take charge and initiate actions</p> <p>Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently</p>

DESCRIPTION OF WORKING CONDITIONS

Work is typically performed in an office setting or outside, and is subject to pressure from deadlines. Irregular activity schedules are common as are night and/or weekend meetings. The noise level is usually moderate to loud; works near moving mechanical parts, in precarious locations and in outdoor conditions/exposed to fumes or airborne particles and toxic or caustic chemicals.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Bachelor's Degree in Urban Forestry, Arboriculture, Forest Management Horticulture, Agriculture or other related field required and three (3) years of administrative experience in forestry, tree care, and maintenance, or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job. Must possess a valid Ohio Driver's License and must be able to drive; must obtain ISA (International Society of Arboriculture) certification within 6 months of hire.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.