



City of New Albany
Position Description

Position Title
City Forester

Pay Grade: Non-Exempt Classification Grade 8

Department: Public Service

Reports To: Operations Manager

Purpose of Position

The city forester is responsible for the long-term care and management of city trees. The city forester is responsible for the development and application of a comprehensive tree management plan including planting, pruning, and protecting and removal programs for public trees and associated vegetation. The city forester provides training for city staff related to tree care and maintenance, oversees contracts for tree and landscape installations, conducts tree inventories and mapping, and develops and manages grants.

Supervision Received

Work is performed under the general supervision of the operations manager.

Supervisory Responsibilities

The position may be responsible for supervising seasonal crews.

Essential Functions

Oversees the development and implementation of tree care and maintenance programs for all public properties and right-of-ways.

Instructs and trains staff on planting, pruning, disease detection and treatment of trees.

Assists in preparing bid specifications, soliciting quotations from vendors, and ensuring that purchases meet departmental specifications and requirements.

Monitors budget activity and makes recommendations regarding necessary purchases.

Develops and manages a City Street Tree Program, collaborating with community partners and applicable staff.

Responsible for preparation of a tree care and maintenance budget.

Inspects trees and shrubs for disease infestation and other structural defects.

Recommends, directs and/or conducts treatment, pruning and removal of public trees when necessary.

Assists in inspecting, overseeing and directing tree root removal involved in city sidewalk and curb ramp improvement projects.

Serves as the city staff liaison to the Parks and Trails Advisory Board and represents the city staff at various board and commission meetings, as necessary.

Provides input into and reviews plans for street tree capital improvement projects.

Plans and conducts public educational programs on forest care and conservation.

Assists with compliance to city street tree regulations.

Recommends amendments to city tree ordinances as necessary.

Manages the approval process for tree planting and removal.

Develops techniques for measuring and identifying trees.

Assists in the reporting and updating of GIS mapping of city trees.

Represents the public service department at meetings, as assigned.

Compiles and prepares reports, presentations, documents, records and other related material from source material; uses judgment in evaluating validity of data to ensure reporting accuracy; determines layout and format for documents.

Assists the public by responding to complaints, answering questions and providing advice on landscaping and tree matters.

Makes public presentations to various groups as needed.

Assists in the coordination of special events such as Arbor Day and Tree City USA.

Provides administrative assistance to the department in the performance of projects.

Requires regular and predictable attendance.

Other duties as assigned.

Qualifications

This position has a high degree of accountability. The incumbent for this position must have graduated from an accredited college, university, or technical college with a degree in Natural Resources, Forestry Management, Horticulture or related specialty. Incumbent must possess a current ISA certification; however, an ISA Municipal Arborist certification is preferred. Additionally, incumbent must possess a valid Ohio Pesticide/ Herbicide Applicators License or obtain this license within six months of hire.

The incumbent must be able to obtain and maintain an Ohio commercial driver's license, Class B with Air Brake and Tanker endorsements within twelve months of employment. Other requirements include the ability to maintain insurability under the city's vehicle insurance policy.

Knowledge, Skills, and Abilities

The incumbent must have the following knowledge, skills, and abilities:

Knowledge of urban forestry and arboricultural principles and practices as applied to planting, care and maintenance of trees.

Knowledge of tree diseases, infestations and corrective treatment.

Knowledge of tree species and ability to identify trees and shrubs growing in our area.

Knowledge of horticulture practices and design principles.

Considerable knowledge of the occupational hazards and safety precautions of the work.

Ability to plan, organize and evaluate work performed.

Ability to establish and maintain effective working relationships with residents, consultants, developers, builders, owners, vendors, supervisors, other employees, and the general public.

Knowledge of the principles and practices of local government administration.

Working knowledge of computers including word processing, spreadsheets, presentation software, databases, the internet and mapping software.

Ability to complete work in compliance with deadlines, handle stressful situations, and work with frequent interruptions.

Ability to work in and around construction sites in both paved and unimproved areas in various types of terrain and in various weather conditions.

Ability to work in confined spaces, to lift and transport heavy objects, to work effectively and withstand extremes of climate exposure and potential exposure to health and safety hazards.

Ability to use and care for tools and equipment used in tree care and maintenance.

Ability to communicate complex and technical information verbally and in writing.

Ability to effectively communicate and present ideas and plans to city staff, public officials and the general public.

Ability to understand and follow complex written and oral communication.

Ability to establish and maintain effective working relationships with others.

Ability to stand and sit for long periods of time, to use peripheral vision in avoiding hazards while operating equipment, to perceive and discriminate sounds, textures, odors, and shapes, to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.

Ability to comprehend and correctly use a variety of informational documents including reference books and manuals, requisitions, purchase orders, invoices, applications, plans, site plans, blueprints, and other reports and records.

Ability to work under stressful conditions and to respond immediately to crisis situations.

Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a friendly, understanding, and helpful and professional manner with the general public, coworkers, and supervisors.

Ability to prepare reports, letters, invoices, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Ability to use independent judgment, common sense, and principles of influence and rational systems in the performance of tasks.

Ability to use and interpret engineering, legal, and architectural terminology and language.

Summary

The city forester effectively comprehends the technical aspects of a project in a quick manner, is capable of learning a new industry or product, uses rigorous logic and methods to solve difficult problems and to identify effective solutions. An incumbent in this position is personally committed to and actively works to continuously improve him/herself, understands that different situations and levels may call for different skills and approaches, and works on compensating for weakness and limits. The city forester is a versatile learner open to change, is a team-player and encourages collaboration. He/she is cooperative and dedicated to meeting the expectations and requirements of internal and external customers, obtaining first-hand customer information to improve products and services, and maintaining effective relationships with customers gaining their trust and respect. When working with peers, the city forester can quickly identify common ground and solve problems representing his/her own interests while being fair to other groups.

In conclusion, the city forester practices attentive and active listening, is capable of accurately restating an opinion of others even when he/she disagrees, and pursues everything with energy, optimism and drive especially in the face of resistance or setbacks.

This position description contains the essential functions for purposes of 42 USC 12101. However, it is not intended to be the only duties and responsibilities to be performed by the position incumbent. The City retains the right to modify the duties and responsibilities of this position at any time.

The City of New Albany does not unlawfully discriminate on the basis of race, color, national origin, ancestry, sex, religion, military/veteran status, age, disability, or genetic information in employment.

May 30, 2017