



**Position Title:** Forestry Specialist  
**Pay Grade:** FLSA Non-Exempt, Grade 7  
**Department:** Public Service  
**Reports To:** City Forester

---

**Position Overview**

This position involves semi-skilled manual labor to remove, plant, prune, cultivate and care for city trees and shrubs.

**Supervision Received**

Position works under the general supervision of the City Forester.

**Supervisory Responsibilities**

The position does not have any supervisory responsibilities.

**Essential Functions**

*The following duties and responsibilities are typical for this position. These are not to be construed as exclusive or all-inclusive; other duties or responsibilities may be required and assigned.*

Prunes and removes trees using chain saws and pole saws or other appropriate equipment.

Operates an aerial lift or climbs trees using ropes and saddle to reach limbs to prune or remove limbs.

Operates machinery such as chipper, log loader and stump grinder.

Maintains machinery and vehicles in proper operating condition by checking fluid levels, greasing parts and sharpening or replacing chainsaw and chipper blades.

Performs safety inspections on ropes, saddles, chain saws and other equipment.

Inspects work area prior to beginning work to ensure proper safety measures are in place such as considering electrical lines, proximity to street, traffic control, etc.

Cleans worksite of debris upon job completion using rakes, brooms and shovels.

Drives trucks to and from worksite, including commercial motor vehicles, which require a commercial driver's license.

Responds to forestry related emergencies.

Plants and maintains trees and shrubs on city property: prunes roots, performs root collar excavation, radial trenching, vertical mulching, and aeration to maintain healthy trees and shrubs; inspects trees and shrubs for signs of insects, disease or environmental stresses.

Applies pesticides, fungicides, herbicides and fertilizer.

Leads less experienced employees, such as seasonal or maintenance workers assigned to assist in special projects.

Receives, processes, completes and maintains work requests and work orders.

Completes daily reports of work activity.

Other duties as assigned.

Requires regular and predictable attendance.

### **Qualifications**

The incumbent for this position must possess a high school diploma or GED equivalent and three (3) years of experience in pruning and/or removing trees using an aerial lift or through climbing using a rope and saddle. A certificate of completion of an approved tree climbing course from an institute recognized by the National Arborist Association or the International Society of Arboriculture may be used to substitute one year of experience required. A degree in arboriculture, horticulture, landscape architecture or forestry may substitute for one year of experience. An ISA certified arborist license is required within the first 12 months of employment. The incumbent must be able to obtain and maintain an Ohio commercial driver's license, Class A with Air Brake and Tanker endorsements within six (6) months of employment. Other requirements include the ability to maintain insurability under the city's vehicle insurance policy.

### **Knowledge, Skills, and Abilities**

- Skill in applying the methods and materials and using equipment required for arborist work.
- Knowledge of kinds and characteristics of city owned trees.
- Knowledge of the safe and correct use of hand and power tools and equipment common to the work and the occupational hazards and safety precautions of the work
- Skill in using hand tools and power equipment necessary for care and maintenance of trees and shrubs.
- Ability to understand and follow oral and written instructions.
- Ability to understand and apply information related to the safe handling and application of fertilizers, herbicides, fungicides and pesticides.
- Ability to: exert physical effort in medium to heavy work involving lifting, carrying, pushing and pulling; stoop, bend, kneel, crouch and crawl; climb and balance; climb up, onto, and operate equipment using proper safety equipment; observe and control materials being moved while operating equipment; use peripheral vision to avoid hazards while operating equipment; judge distance effectively in operating all equipment; hear obstacles as they encounter the equipment and redirect the equipment; stand or sit for long periods of time; walk moderate distances to perform daily work; and, perceive and discriminate sounds, textures, odors, and shapes.
- Ability to: operate equipment outside regular work hours for special or emergency projects; work effectively being exposed to weather extremes, dust, electrical current, machinery, snow, cold, heat, wind, rain, etc.
- Ability to use a computer, laptop or tablet to access work orders and record information.
- Ability 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 accurately record and deliver information.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly.
- Ability to establish and maintain effective working relationships with others and behave in a friendly, understanding, helpful and professional manner with the general public, coworkers, and supervisors.

**Summary**

The forestry specialist picks up on the technical aspects of a project in a quick manner, is capable of learning new methods and practices, and uses rigorous logic and methods to solve problems and to identify effective solutions. This proactive person seeks out and identifies opportunities to make the city's urban forestry program healthy and sustainable, while working collaboratively with the City Forester and co-workers. This position is committed to and actively works to continuously improve him/herself, understands that different situations may call for different skills and approaches and is a versatile learner open to change. The forestry specialist is a team-player and encourages collaboration. The forestry specialist is cooperative and dedicated to meeting the expectations and requirements of internal and external customers, and maintaining effective relationships with residents, businesses and co-workers gaining their trust and respect. The forestry specialist practices attentive and active listening, is capable of accurately restating an opinion of others even when he/she disagrees.

**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.**

Created: January 2, 2020