



Urban Forest Supervisor

Class Specification

Created: 5/24

Class ID: 768.1

Unit: MGMT

Probation: 12 Months

FLSA: Exempt

DEFINITION

Oversees and monitors contract service for the maintenance of the City's Urban Forest. Supervises and reviews the work of contract employees and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Maintenance Superintendent. Exercises no supervision over full-time staff.

DISTINGUISHING CHARACTERISTICS

This is a stand-alone class in the Maintenance Division. Incumbents perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Based on established workplan, plans, directs and organizes a comprehensive urban forestry and landscape maintenance program that includes participation in the strategic planning of urban forestry activities; inspection and monitoring of the urban forest for needed maintenance; and technical assessments of City trees pertinent to liability, health and maintenance.

Participates in the preparation of the operating budget for the landscape and tree program; participates in the forecasting of additional funds needed for materials and supplies and gathers cost estimates as directed.

Receives, investigates, and responds to citizen requests, suggestions and complaints; and recommends appropriate corrective action(s). Coordinates work activities with those of other organizations, departments, and outside agencies;

Inspects work sites before, during and after completion of work to assure that required work is completed in a satisfactory and thorough manner; inspects work sites, equipment and tools for compliance with safety standards; and inspects and approves work done by outside contractors.

Provides skilled and technical direction on care, maintenance, disease prevention, and removal of trees; plans inspection and maintenance of all trees in appropriate cycles; assigns priorities and special projects as needed.

Responds and leads City efforts related to emergency response tree issues to include those related to weather events or natural disasters; responds to public or community members.

Maintains records of work performed and materials used.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and modern practices of arboriculture used in urban forest environments.

- Tree maintenance methods, standards, techniques, and practices, including emergency response and control of tree hazards.
- Tree species, tree physiology, entomology, native soils, plant culture, and care.
- Local tree species and their growth characteristics.
- City ordinances, codes, procedures, and practices regarding urban forest maintenance and inspection, and contract administration and operations.
- Applicable local, state, and federal laws.
- Safe work practices, methods, and techniques.
- Uses, operation, and upkeep of tree maintenance equipment and materials.
- City layout and geography.
- Principles and practices of sound business and customer communications.
- City practices and procedures for budgeting, purchasing, and maintaining public records.
- Equipment maintenance practices and methods.

Skill or Ability to:

- Organize, implement, and direct public works maintenance operations for the assigned area(s).
- On a continuous basis, know and understand all aspects of the job.
- Intermittently analyze budget and technical reports, and projects; identify and interpret technical and numerical information.
- Learn, understand, and apply laws, regulations, codes, policies, and procedures; observe and problem solve operational and technical issues.
- Interpret and explain pertinent public works maintenance and department policies and procedures.
- Read, interpret, and understand blueprints, drawings, diagrams, specifications, operating instructions, and manuals.
- Assist in the development and monitoring of assigned public works urban forest budget.
- Develop and recommend policies and procedures related to urban forest maintenance operations.
- Oversee and direct work of contract personnel.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

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

Possession of a high school diploma or equivalent, and four (4) years of increasingly responsible experience in landscape and tree maintenance, including two (2) years of lead responsibility or other qualifying higher level public works maintenance experience.

License and Certificate:

- Possession of a Qualified Applicator Certificate issued by the State of California.
- Possession of certificate as a Certified Arborist from the International Society of Arboriculture.
- Possession of a valid driver's license and a satisfactory driving record throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify

problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Willingness and ability to work emergency overtime and available on call, as required. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 90 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.