



Municipal Arborist

Department/Division:	Parks and Recreation
Reports To:	Landscape Maintenance Manager
Provides Direction To:	Landscape Maintenance Worker and Equipment Operator

GENERAL PURPOSE

Under general supervision, assigns, coordinates, and supervises the work of crews engaged in maintenance, construction, and development of parks, related facilities, and trees on city property; provides supervision, direction and oversight of staff, contracts, and contractors; makes direct contact with community members to facilitate operations, and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Arborist class is an advisory and first line supervisory position in the preservation, care, and removal of trees that are within the city's jurisdiction. The incumbent receives assignments from the Landscape Maintenance Manager. Supervisory responsibilities may entail supervision of maintenance workers. On occasion supervision of contracts may be required for special project work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Directs and supervises the planting maintenance and removal of trees located in City parks, parkways and city-administered landscaped areas.
2. Oversees contract work within the City.
3. Estimates time and staffing needs for specific assignments; assists the Landscape Maintenance Manager in planning and scheduling routine and special work and projects.
4. Reviews completed work and jobs in progress to ensure they are being performed correctly and in accordance with design or contract requirements.
5. Assists the Landscape Maintenance Manager in budgeting for equipment, materials and supplies for Landscape Maintenance Division.

6. Develops and implements tree management plans including species selection, planting and maintenance.
7. Research new operational techniques, methods and equipment and recommends their application.
8. Provides expertise in arboriculture and serves as the City's liaison on all tree management issues with local, state, national and other organizations and agencies.
9. Inspects trees for disease and pest infestation and makes recommendations for treatment.
10. Assist in supervising pesticide operations.
11. Coordinates, monitors and directs the City tree inventory; ensures that appropriate records are maintained and updated according to division needs.
12. Performs various landscape maintenance tasks as required, including irrigation maintenance and plant care and selection.
13. Assist with bid specifications for tree/plant related maintenance contracts.
14. Responds to emergency situations in the City as required.
15. Follows up on removal requests from property owners and tree removal permits; reviews encroachment permits affecting trees.
16. Implements City tree policies and ordinances; recommends revisions where necessary.
17. Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints. Conducts public education and outreach on tree/plant related issues.
18. Conducts investigations involving risk management, vandalism, accidents involving damage to trees; prepares necessary reports.
19. May operate equipment used in park, parkway, and tree maintenance work when necessary.
20. Attends seminars and other training programs as they relate to the maintenance of certification and licensing as an Arborist and Pest Control Advisor.

QUALIFICATIONS GUIDELINES

Knowledge of:

Thorough knowledge of the methods and principles of leadership, management, supervision, budgeting, and customer services; complete working knowledge of methods and procedures used in all phases of arboriculture and tree maintenance; tree health problems, diseases, and pests; safe and effective methods of felling trees, removing branches, and lowering limbs; safety procedures for climbing trees and working around overhead wires; utility and safe operation of equipment, and heavy equipment used in parks and trees maintenance; follow and direct others to follow safe work practices; considerable knowledge of application and safe use of all pesticides, weed inhibitors and other products; and knowledge of computer operations and programs relating to scheduling, operation, inventory and record keeping.

Ability to:

Assign, supervise and plan the work of personnel and contractors engaged in tree management programs; provide training to maintenance personnel; operate a wide range of light to medium power-driven equipment; read and interpret drawings, plans, blueprints, and specifications; maintain records and prepare reports; assist in the preparation and monitoring of the Department budget; establish and maintain effective working relationships with those contacted through course of work. Interact with the public in a positive manner to resolve tree and plant related issues.

Education/Training/Experience:

Possession of an Associate of Arts degree with course work in arboriculture, entomology, plant pathology, horticulture, urban forestry or a closely related field and four (4) years of progressively responsible experience in tree, insect or disease control and tree planting and maintenance, including one year of supervisory experience.

Licenses; Certificates; Special Requirements:

- A valid California driver's license issued from the California Department of Motor Vehicles for the type of vehicles or equipment operated in the course of employment is required.
- Certificate as a Certified Arborist from the International Society of Arboriculture is required.
- A Pest Control Advisor and Qualified Applicators License issued by the State of California are highly desirable.

- Backflow device tester's Certification from the Los Angeles County Department of Health is desirable.
- Qualified Applicator's Certificate with the State of California is desirable.
- The position may work on-call and respond to maintenance emergencies.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and move materials, tools and equipment weighing up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, other organizations and the public; occasionally required to deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts, and is exposed to traffic, wet or humid conditions, and vibration. The employee occasionally works in high, precarious places and is exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level is frequently loud.