



JULY 2016
FLSA: EXEMPT

PUBLIC WORKS SUPERVISOR - CITY ARBORIST

DEFINITION

Under general direction, supervises, develops, and directs the work of work crews involved in the planting, trimming/pruning, and removal of City street, park, median and plaza trees; oversees all aspects of the City's tree programs including maintenance, planting, inventory, risk management, emergency response, preservation, and community relations and education; Reviews Heritage Tree applications and issues permits; provides responsible technical assistance to the Public Works Superintendent; performs a variety of technical tasks relative to the assigned functional area; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Superintendent or assigned manager. Exercises direct supervision over technical and maintenance staff.

CLASS CHARACTERISTICS

This is a full supervisory-level class that requires specialized skills and has supervisory responsibility for tree maintenance work crews. In addition to supervising, responsibilities include maintenance, planting, inventory, risk management, emergency response, preservation, contract management, and community relations and education. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Public Works Superintendent in that the latter has management responsibility for all public works maintenance services and operations of the City.

EXAMPLES OF TYPICAL JOB FUNCTIONS (ILLUSTRATIVE ONLY)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the planting, pruning, planting, and/or removal of trees; administers specialized projects and programs.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned facilities.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Communicates and interacts with residents, City staff, and elected officials to answer questions, hear concerns and complaints, and receive and process requests regarding both public and private trees.
- Supervises and monitors the work of service contractors to ensure compliance with contract requirements.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.

- Inspects City areas to assess potential risk of public trees; evaluates tree disorders; monitors pest/disease infestation/infections; prescribes and/or implements best management practice and/or integrated pest management strategies for maintenance, tree removal, or planting.
- Receives Heritage Tree removal/pruning applications; processes applications, inspects Heritage Trees, approves or denies applications, and issues permits as necessary; updates Heritage Tree database; attends and participates in appeal hearings as necessary.
- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
- Reviews construction documents, arborist reports, and tree protection plans to ensure compliance with the Heritage Tree Ordinance.
- Plans and lays out maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.
- Supervises the use of and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of tools and equipment.
- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
- Ensures that safety procedures are followed and that safety equipment is worn; makes periodic safety presentations to assigned staff.
- Oversees safety programs and training for the assigned functional areas and work groups; assists in action planning for safety programs; implements and monitors risk management plans regarding hazardous materials; responds to workers' compensation issues.
- Coordinates assigned services and activities with those of other divisions and outside agencies.
- Stays current on the status of new and pending regulatory legislation; recommends changes to current policies and procedures in order to comply with changes in legislation.
- Responds to emergency situations as necessary, including fallen limbs and downed and hazardous trees in public right of way, parks, medians, parking plazas, and other City facilities.
- Attends various department and public meetings; presents information regarding arboriculture and urban forest issues.
- Manages tree nursery to cultivate and maintain trees in healthy living condition until scheduled for planting.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of International Society of Arboriculture (ISA) Best Management Practices in arboriculture including tree pruning, risk assessment, inventory, fertilization, planting, cabling and bracing, and tree management during construction.
- Tree physiology, taxonomy, nomenclature and morphology.
- Types of tree diseases and insect pests.
- Principles and practices of preventing, treating, and eradicating tree diseases and pests; the use and application of integrated pesticide management techniques, including insecticides and fungicides.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and practices of budget development, administration, and accountability.
- Principles and practices of contract administration and evaluation.
- Principles and practices of tree climbing, pruning, removal and rigging work.
- Safety principles, practices, procedures, and equipment related to the work, including the handling of hazardous chemicals.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic mathematics.
- Safe driving rules and practices.
- Modern office practices, methods, and computer equipment and software programs relevant to the work performed.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to

- Participate in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct assigned tree maintenance and operations activities.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing pertinent department policies and procedures.
- Identify potential tree hazards and defects; assess tree risk and assign level of risk in order to make an informed decision regarding tree management.
- Develop and recommend modifications to policies, programs and procedures; recommend and specify tree protection and mitigation measures.
- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively.
- Assist in budget development and monitor expenses; provide cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record keeping, and project management systems.
- Assess planting sites and companion landscape; select tree species well suited for planting; identify potential conflicts and challenges; decide on appropriate planting placement.
- Read, interpret, retrieve, and produce drawings, blueprints, maps, and specifications.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work; perform routine equipment maintenance.
- Make accurate arithmetic calculations.

- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Cooperatively and effectively work with other crewmembers in a team environment.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

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

- Equivalent to the completion of a four-year degree in forestry, natural resource management, horticulture, or a related field.
- Five (5) years of arborist program experience, two (2) of which should be in a supervisory capacity.

LICENSES AND CERTIFICATIONS

- Possession of a valid California Class C driver's license by time of appointment.
- Possession of an Arborist certificate issued by the International Society of Arboriculture (ISA).

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around City streets, storm drains, sanitary systems, parks, playgrounds, ponds, and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend trees using rigging equipment, to operate varied hand and power tools and equipment, and to operate a motor vehicle and visit various City and meeting sites; vision to read printed materials and a computer screen; color vision to assess the health and condition of trees; and hearing and speech to communicate in person and over the telephone or radio. The job involves 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 above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees partly work in an office environment and partly work in and around public works infrastructure, parks and landscaped areas, 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 upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and/or holidays.