

| DATE | May 2007 |
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| JOB CODE | |
| FLSA | EXEMPT |
| EEO | |

JOB TITLE: Arborist

DEPARTMENT/DIVISION: Parks & Recreation REPORTS TO: Parks & Recreation Director

SUMMARY: Responsible for working with crew leaders to coordinate beautification projects, maintenance issues, and parks and City landscape designs. Duties include: reviewing development plans and tree removal permits; inspecting construction areas to endure compliance with the land development code relevant to tree preservation and landscaping regulations; and, investigating complaints of alleged violations. Work requires limited supervision and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Coordinates the City's tree and landscape program.
- Works with Crew Leaders to strategize the implementation of beautification projects, discuss maintenance issues, and consider design aspects for applicable areas.
- Meets with irrigators to schedule inspections, installations, and repairs. Monitors the installation of the City's central irrigation system.
- Participates in/on a variety of meetings, committees, task forces, and/or other applicable groups to review engineering and permitting plans, discuss landscape or tree mitigation issues, to provide information and/or technical level expertise regarding horticulture issues, and/or to receive and convey a variety of information.
- Meets with commercial property owners and contractors to inspect final landscape and mitigation projects. Verifies projects meet or exceed established standards. Notifies individuals of corrective actions required in order to meet standards.
- Selects sites for Arbor Day celebrations. Purchases trees and recruits volunteers for the event. Maintains the City's "tree city" status.
- Selects and manages the performance of external vendors and contractors, which
 includes: soliciting short-term bids from vendors; defining vendor specifications;
 recommending vendor selection; placing orders with vendors; providing technical
 expertise and guidance to contractors; ensuring terms of contracts are met; evaluating
 vendor and contractor performance; defining contract terms and agreements; authorizing
 payments to contractors and vendors; and/or, performing other related activities.

Performs other duties as assigned.

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SUPERVISORY/BUDGET RESPONSIBILITIES:

• Supervisor over grounds maintenance staff.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of supervisory principles and practices;
- Knowledge of program budgeting principles and practices;
- Knowledge of applicable laws, codes, ordinances, rules, regulations, policies, and procedures;
- Knowledge of landscape maintenance practices;
- Knowledge of basic construction principles;
- Knowledge of horticultural principles;
- Knowledge of general pesticide and fertilization practices;
- Knowledge of irrigation principles and practices;
- Knowledge of landscape design principles and practices;
- Skilled in reviewing landscape plans for compliance with applicable standards;
- Skilled in designing and installing landscape items;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting circumstances and making decisions where uncertainty in approach, methodology, and interpretation may exist;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Horticulture, Landscape Architecture, or related field.
- Three years related arborist experience.

PREFERENCES:

None.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Work is typically performed in both standard office and outdoor environments, with potential exposure to adverse weather conditions.

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- Work is occasionally performed near moving mechanical parts.
- Occasional exposure to the risk of electrical shock.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.

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