

TREE PROGRAM SPECIALIST

DEFINITION

Under supervision, performs assignments related to administration of a municipal tree program.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from Park or Forestry Supervisor, or designee. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Tree Program Specialist is a single position journey-level class in which incumbents perform professional urban forest work related to administration of a citywide tree planting program and monitor and enforce contract compliance regarding street tree planting. This class differs from Forestry Supervisor I in that the incumbent of that class is a first line supervisor to the tree maintenance crews.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Ensures contract compliance by administering, monitoring, and inspecting the work of contractors designated to provide selected and citywide contractual tree planting services.

Coordinates, provides lead direction, and participates in the efforts of the City and various groups relating to municipal tree planting projects.

Provides lead direction for, and participates in system design and the input of new tree management data for recordkeeping purposes in a computerized citywide tree management inventory system.

Responds to professional and public inquiries, complaints, and requests, and advises on matters relating to inspecting and diagnosing tree problems to determine care, disease identification and treatment.

May provide lead direction to crews engaged in tree planting, removal, and maintenance activities.

May attend meetings, community functions, events, and participate in community outreach programs.

Communicates City policies to other departments or agencies involved with the tree planting program.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of modern arboriculture and forestry including tree identification, nursery practices, tree cultivation, soils, fertilizers, and pest control.

Methods, equipment, tools, and safety practices of tree planting, maintenance, and removal.

Codes, ordinances, regulations, policies and procedures which apply to city plans as related to forestry objectives.

Skills to:

Operate modern office equipment and use a variety of computer business software applications.

Operate a motor vehicle safely.

Ability to:

Interpret and apply complex regulations and guidelines including the monitoring of tree program contract specifications.

Review and interpret detailed specifications, engineering plans, site plans, and landscape plans.

Analyze problems and apply sound judgment.

Prepare and present clear and concise oral and written communication.

Establish and maintain good working relationships with the general public and co-workers.

MINIMUM QUALIFICATIONS

Graduation from an accredited college with an Associate's Degree in forestry, natural resource management, arboriculture, or related field;

AND

Two (2) years of experience directing tree planting in urban forestry, or arboriculture experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Special Requirement(s):

Incumbents must possess, or obtain within one year of appointment, a Certified Arborist certificate issued by the International Society of Arboriculture.

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: Signature on File DATE: 09/26/16
Director of Personnel Services

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