



Job Title	Forester	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	5	Job Code	17827

Class Specification - Forester

Summary Statement:	
<p>The purpose of this position is to perform professional duties in the development, implementation, and maintenance of the City’s Urban Forestry Program. This is accomplished by responding to resident concerns regarding tree related issues; inspecting streets and parks; overseeing contract management and related programs; reviewing development plans; evaluating species; supervising interns; participating in the development and implementation of procedures and policies; attending professional group meetings; communicating with general public. Other duties include acting as the Parks and Recreation Cartegraph Administrator; and managing the forestry web site.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Plans, manages, and participates by overseeing contracts and establishing contract specifications; organizing and participating in meetings; overseeing contractors; organizing work order priorities for crew; shifting goals to fit City and citizen needs; receiving daily progress reports from contractors; managing interns and hourly staff; and reviewing construction plans and administering advice.
30%	Provides customer service by answering and responding to citizen requests; performing inspections to ensure safety and compliance; notifying citizens and property owners of projects; and communicating and informing property owners about tree diseases or hazards.
30%	Performs administrative duties by taking phone calls, emails, and assisting walk-ins; maintaining Parks and Recreation Cartegraph database; responding to questions regarding database; updating database and ensuring information is current; assisting other departments as needed; updating Forestry website; educating community and various organizations about tree related issues; organizing community projects and programs; and coordinating to establish accurate press releases.



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Competencies Required:

Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in forestry or a related field.

Experience: Three years of full-time experience in forestry management.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.



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Supervision Received:

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

Physical Demands:

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Several Times per Month
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Truck, Hand pruning tools including hand saw, loppers, pole saw, chainsaw, laptop with remote desktop connection, blackberry, office computer, phone, radio.

Specialized Computer Equipment and Software: Microsoft Office and Cartegraph.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: August 2014