

Position Code: 5400	FLSA Status: Non-exempt
Pay Code: Annual (Salaried)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide specialized work related to sustainable urban forest management and tree care operations within the guidelines of municipal codes and ordinances. The class is responsible for providing advice and information to departments, employees and citizens regarding urban forestry management and tree care issues. The class works within broad policy and organizational guidelines; independently plans and implements projects; prepares reports progress of major activities through periodic meetings.

TYPICAL TASKS

- Develops, maintains and updates the municipal urban forest plan. Conducts municipal tree survey and establishes and maintains a computerized system municipal tree inventory, service requests and maintenance history
- Researches and maintains currency in all applicable Arboriculture and urban forestry codes and ordinances and other applicable codes and ordinances; advises staff, other staff agencies, citizens, committees, boards, groups, or other professionals on related code and ordinance requirements; recommends revisions to codes or ordinances as required.
- Assists with development of policies and procedures for urban forestry operations in accordance with requirements and guidelines.
- Develops, writes, and administers new and improved plans/procedures including policies, objectives, long and short term maintenance schedules, year tree acquisition and planning program(s) , etc. as deemed necessary to improve effectiveness.
- Determines appropriate treatment for diseased/injured trees on municipal property, establishes a removal and replacement policy for public trees to optimize health and survival of trees.
- Oversees tree care operations on municipal property. Provides specific guidance to departmental staff and support as requested by other departments on issues regarding urban forestry
- Provides recommendations for treating identified municipal tree problems. Provides advice to the public on tree care and urban forestry related questions.
- Reviews or prepares logs, forms, and reports documenting results of inspections and other events or activities; maintains building permit and plans records; may testifies in court as required.
- Attends and conducts staff meetings to exchange information; attends, or schedules others to attend classes or seminars to improve knowledge and skills.
- Upon request, provides input regarding contracting services for municipal tree operations.
- Analyses data and compiles monthly, quarterly, annual and special reports. Provides data necessary to assist in the preparation of annual departmental budget. Documents expenditure requests consistent with municipal standards and procedures.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
Mathematical Requirements	Uses basic algebra involving variables and formulas, basic geometry involving circumferences, areas, and volumes, and computes ratios, rates, and percents.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations.; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; presents training programs.

Mental Requirements	Performs specialized technical and professional work requiring extensive understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others that depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree or any equivalent combination of education and experience in arboriculture, botany, urban forestry, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record in compliance with City Driving Standards. Special skills or equipment certification may be required.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.