

ASSISTANT CITY FORESTER

NATURE OF WORK

This is responsible professional work in organizing, implementing and supervising the operations, outreach and administrative activities of the Community Forestry Section including planning, evaluating, maintenance, removal, planting and establishment of public trees.

Work involves significant interaction with community groups, organizations, and individuals in planning, scheduling, and coordinating community forestry work including removal, treatment, planning, planting, and establishment of public trees. Work also involves the preparation and administration of the biennial section operating budget and involvement in preparation and administration of the capital improvement plan. Work also involves administration of budget expenditures for contractual tree removal, contractual treatment, and contractual planting of trees on public property. Work also involves responsibility for review of potentially hazardous trees on private property in coordination with the City Law Department. An employee in this classification is expected to exercise considerable independent judgment within the framework of departmental policies, rules, and regulations. General supervision is received from the City Forester with work being evaluated through meetings, reports, observation, and overall effectiveness of activities, programs, and projects. Supervision is exercised over regular and seasonal employees, and volunteers.

EXAMPLES OF WORK PERFORMED

Interviews, hires, develops training programs, evaluates and handles disciplinary matters of employees.

Schedules, plans, supervises, participates in and evaluates the dairy field operations of the Community Forestry Section related to trimming, removal, planting and establishment of trees on public property, and to activities related to identification and treatment of diseased, damaged, and insect infected trees; determines work priorities and communicates and coordinates assignment to crew leaders and other staff.

Interacts with community groups, organizations, and individuals providing information regarding planned removal, treatment, planning, planting, and establishment of trees of public property; and to activities related to identification and treatment of diseased, damaged, and insect infested trees.

Oversees operation and maintenance of equipment. Maintains small tool and equipment inventory; checks equipment for needed repairs and ensures that performance of scheduled preventative maintenance; orders necessary supplies and material; prepares requests for new vehicles and equipment.

Prepares projections and justifications of personnel, equipment and supply needs for budget purposes; monitors expenditures of the Section operating budget. Oversees planning of street tree planting projects and monitors expenditures of designated funding.

Develops informational materials regarding planning, selection, planting, establishment, and management of urban trees.

Coordinates response to storm damage and emergency trimming.

Develops bid documents necessary to contract with private companies to trim, remove, treat, and plan trees on City property.

Plans and monitors contractual work, reviews work in progress and resolves problems.

Administers the budget for tree planting, tree removal and treatment work.

Oversees use of electronic asset management and workflow system to manage public tree inventory and to organize work of the section.

Responds to public tree service requests assessing the condition of public trees and determining needed work related to trimming or removal; forwards recommended work to the City Forester for scheduling and assignment to a section crew.

Reviews street and utility construction plans to determine and to mitigate impacts on trees on City property.

Reviews potentially hazardous trees on private property in coordination with the City Law Department.

Acts as a staff resource to the Community Forestry Advisory Board.

Develops and implements volunteer programs related to planting of public trees and to trimming of young public trees.

Enforces City tree ordinances, subdivision standards, and guidelines, design standards and municipal specifications.

Oversees the work of review of street tree plantings in new developments and establishing and releasing street tree sureties.

Seeks outside funding support; researches, prepares, and administers grants; researches and assists with establishment of street tree improvement districts.

Prepares and maintains records on tree planting activities, treatment, and removal.

Prepares annual report for community forestry operations in coordination with the City Forester.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of urban forestry principles and practices, including methods, techniques, equipment, tools and materials used in inspecting, trimming, removing, treating, planting and establishment of urban trees.

Thorough knowledge of tree species common to Lincoln's geographic region.

Thorough knowledge of integrated pest management and tree-related insect and disease problems and proper control measures.

Knowledge of efficient personnel and equipment utilization techniques and practices.

Knowledge of occupational hazards of all phases of tree maintenance work and property safety precautions necessary to protect employees, the public and property.

Ability to plan, assign, and supervise and inspect the work of team members and volunteers.

Ability to utilize an electronic asset management system in managing the inventory of public trees, and in assigning, monitoring and reporting work of Section staff.

Ability to develop and coordinate volunteer programs related to tree planting and trimming of young trees.

Ability to develop and deliver training materials and sessions for staff and for volunteers.

Ability to determine the presence of tree diseases structural deficiencies, harmful insects, and to diagnose or access expertise to determine preventative or curative measures for control.

Ability to communicate effectively, both orally and in writing.

Ability to prepare clear and concise reports and to maintain accurate records.

Ability to establish and maintain effective working relationships with team members, co-workers, City officials, community residents, agencies, and organizations.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in forestry, urban forestry, horticulture or related field and two years of progressively responsible experience in urban forestry or commercial arboricultural work; or any combination of training, education and experience which provides the desirable knowledge, abilities, and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Possession and maintenance of a valid City of Lincoln First Class Arborist license within six months of appointment.

Possession and maintenance of a Nebraska Certified Pesticide Applicator's license within six months of appointment.

Possession and maintenance of certification as an Arborist by the International Society of Arboriculture (ISA).

Possession and maintenance of ISA Tree Risk Assessment Qualification (TRAQ).

Possession and maintenance of ISA Municipal Specialist certification within twelve months of employment.

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