

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Urban Forester	CLASS. CODE: 0368
DEPARTMENT:	Community Services	FLSA: E
REPORTS TO:	Parks Operations & Planning Manager	DATE: 11/4/2002

Job Summary:

Directs and controls the operations and maintenance of trees on city property; develops and implements a comprehensive Salem community forestry management plan that would increase and protect the health and number of trees in the city; develops, evaluates, and manages policies, procedures, and practices based on sound urban forestry principles for the Community Services Department; provides leadership, expertise and coordination of information between jurisdictional sections of the city and various city wide committees that are involved with both public and private trees issues; provides educational outreach to a variety of stakeholders.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Manages, directs and supervises the labor resources, equipment and materials needed to operate the Urban Forestry section. Supervises the work of assigned staff including the daily management of personnel, completion of performance evaluations, and administration of discipline when necessary.
2. Plans, coordinates, and recommends the development of City ordinances, administrative rules, administrative program policies, long range goals, and departmental work procedures pertaining to the Urban Forestry program.
3. Develops, implements, and manages a tree maintenance management program, including, as funding permits, the inventory of all trees on forested land under city ownership; develops and implements uniform standards and practices for all tree related and tree affecting work within the city.
4. Defines the scope of responsibility for municipal tree care; coordinates Urban Forestry activities and tree related communications between other divisions, departments, agencies, public utilities, citizens, and other stakeholders; provides collaboration and support to the Natural Resources Division.
5. Develops and coordinates the provision of citywide urban forestry educational programs to involve Salem citizens, visitors, City staff, and policy makers in the effective management of Salem's Urban Forest.
6. Drafts program proposals, management reports, grant proposals, contracts, and specifications for Urban Forestry activities. Provides primary staff support to the Shade Tree Advisory Committee, and monitors issues before the Historic Landmarks Commission.
7. Performs advance planning functions to accomplish work and projects, and assists other staff in the design or development of future parks and implementation of existing plans.
8. Explores appropriate and innovative funding mechanisms for a community forestry program; defines the maintenance costs involved in municipal tree care; oversees expenditures during the fiscal year; exercises cost control practices; and prepares an annual budget for the Urban Forestry section.

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Important Job Functions

1. Represents the department and division on task forces and public meetings.
2. Plans and carries out the training and development of employees.
3. Attends meetings, various seminars, and conferences as required.
4. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Motor vehicle
- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four year college or university with major course work in urban forestry, arboriculture, or horticulture; and, a minimum of five (5) years of experience in a responsible supervisory position; or,
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Class "c" Oregon Driver's License
- International Society of Arboriculture Certified Arborist certification preferred
- State of Oregon Public Pesticide Application License preferred

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of urban forestry, arboriculture, and horticulture.
- Management principles and procedures, including management of people and funds; budgetary techniques and practices
- Intent and needs of a street tree program.
- Tree biology, and plant taxonomy, anatomy, and physiology.
- Ecological principles of both urban and woodland sites.
- Principles and practices of integrated pest management (IPM).
- Current literature, trends, and developments in arboriculture.
- Contemporary office practices and procedures, and basic software products
- Current public presentation techniques and devices.

Ability to:

- Establish urban forestry program goals and objectives, and develop related comprehensive plans and master plans.
- Create a community tree education program.
- Implement workshops with neighborhood groups to promote care of trees and hear neighborhood tree issues.

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- Establish and maintain effective working relationships with subordinates, the general public, other public agencies, and private establishments.
- Make effective public presentations to a variety of audiences.
- Coordinate the activities of staff, consultants, contractors, and other outside agencies in order to reduce public tree hazards and public liability.
- Provide technical advice and assistance on issues and problems relating to the urban forest.
- Supervise, train, and evaluate assigned personnel.
- Prepare and analyze technical and administrative reports, statements, and correspondence.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for efficiency and enhancement of departmental operations, and other operations.
- Estimate time, materials and equipment needs for Urban Forestry programs.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb, and cross rugged and uneven terrain.
- Lift up to 50 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.