



JOB DESCRIPTION

JOB TITLE:	Forester		
DEPARTMENT:	Public Works	DIVISION:	
REPORTS TO:	Operations Division Manager		
SUPERVISES:	Forestry Crew Chief		
FLSA STATUS:	Exempt	EFFECTIVE DATE:	1/1/2018

POSITION SUMMARY

Under limited direction, this skilled technical position performs intermediate work handling the community forestry programs, gathering data, communicating with the general public, monitoring contracts, coordinating maintenance crew work, maintaining, planting, trimming and removing public trees in city parks and lands, and related work as required. This position exercises general supervision over assigned staff.

ESSENTIAL FUNCTIONS: *The essential functions of the position include, but are not limited to the following major duties performed. Duties are listed from most to least important.*

- Maintain records; generate maps; produces letters; researches property owners.
- Prepares specifications for tree related contracts and monitors contractor progress.
- Communicates the department policies and regulations.
- Coordinates and monitors the work of in-house crews in branch pickup, tree planting and tree maintenance projects and ensures all work is logged in PubWorks work management system.
- Inspects trees to gather information for department use or responding to citizen requests.
- Follows the City's programs for diseased tree inspection.
- Handles the department's call-in tree inspection service.
- Operates equipment such as saws, trucks, sprayers, and tractors to trim, remove, spray and plant trees.
- Plants, trims, bolts/cables, sprays and removes trees.
- Assigns tasks, trains and monitors the performance of full-time and temporary forestry employees.
- Recommends the hiring and promotion of staff; directs work.
- Performs other duties as requested.
- Attendance at off-site courses/trainings/seminars may be required.

Access to Not Public Data: This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

Supervisory Position: Performs or effectively recommends the hiring, transfer, suspension, promotion, discharge, assignment, reward, discipline, direction of work, and adjustment of grievances of subordinate personnel.

MINIMUM REQUIREMENTS: *To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.*

Education and Experience

- Bachelor's degree in Forestry Resources, or related field
- One year experience in urban forestry management, or related field

Training, Certificates, and Licenses

- Minnesota Tree Inspector Certificate may be obtained within one year of hire
- ISA Arborist Certification
- OSHA Standard 29CFR 1910.269 (Power Line Tree Trimming) training requirements, may be obtained within one year of hire
- Valid driver's license
- Valid Class B CDL license within one year of hire

KNOWLEDGE, SKILLS, and ABILITIES

Some knowledge of the type and uses of tools, supplies, equipment, procedures and techniques used in planting, maintaining and removing trees; some knowledge of the minor maintenance of small gasoline powered equipment; skill in operating required tree care tools and equipment; ability to perform manual tasks for extended periods of time in varying weather conditions; ability to work safely; ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals; ability to follow verbal and written instructions; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to understand and carry out written and oral instructions; ability to establish and maintain effective working relationships with employees, supervisors, other departments and the general public.

PHYSICAL REQUIREMENTS and WORKING CONDITIONS

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires walking, using hands to finger, handle or feel and repetitive motions, frequently requires standing, speaking or hearing, reaching with hands and arms and pushing or pulling and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather); work is generally in a moderately noisy location (e.g. business office, light traffic).

NOTICE

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves the right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

REVIEW/APPROVALS

I acknowledge reviewing this job description.

Employee

Date

I acknowledge reviewing and approving this job description.

Director

Date