CITY OF SANTA CRUZ
URBAN FORESTER

Reports to: Receives direction from the Superintendent of Parks
Supervises: Exercises direct and indirect supervision over assigned staff.
Bargaining Unit: Management

DEFINITION:

Under direction, plans, implements and coordinates the activities and operations of the Urban Forestry Program, including supervising, assigning, reviewing and evaluating the work of staff and contractors responsible for the cultivation, planting and maintenance of the City's trees and shrubs; ensures safe work practices, work quality and accuracy and compliance with established policies and procedures; enforces City codes pertaining to the protection of the City's urban forest; serves as a technical resources for assigned staff; performs the more technical and complex tasks related to the urban forest; performs other related duties as required or assigned.

DISTINGUISHING CHARACTERISTICS:

The **Urban Forester** is a division manager within the Parks Department and is responsible for the overall management of the City's Urban Forestry Program. The Urban Forester is distinguished from the next lower classification of Maintenance *(Field Crew)* Supervisor by the former's responsibility for overseeing all programs and operations, as well as having the administrative responsibilities for the division.

ESSENTIAL FUNCTIONS *(include but are not limited to the following):*

- Accepts responsibility for supervising activities, operations and services of the Urban Forestry Program, including developing and implementing a program to provide preservation, protection and regularly scheduled maintenance for the City's Urban Forest.

- Oversees and/or participates in the development, implementation and maintenance of the division goals, objectives, policies and procedures; ensures that program goals are achieved.

- Ensures compliance and enforces City codes and regulations regarding protection of trees, shrubs and vegetation, including the Heritage Tree Ordinance.

- Analyze and resolve complex landscaping and horticulture problems.

- Plans, coordinates and reviews the work plan for assigned projects and responsibilities; provides administrative and technical direction to staff; ensures compliance with various reporting requirements.

- Assists in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials and supplies; administers and monitors assigned budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary; writes and submits grants.

- Coordinates selection and training of parks and tree crew personnel; assigns tasks to, motivates, evaluates and provides training for assigned personnel; inspect the work of field crews including tree trimmers; recruits, hires and manages supplemental labor; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance to applicable rules, policies and procedures.

- Assists with new development designs; consults with the City's Planning Department on the possible effects of developments on trees and vegetation; consults with Public Works Department on tree/sidewalk issues; develops project budgets; solicits bids from contractors and makes recommendation; manages and oversees contracts and projects.

- Attends and participates in organizational and community meetings as necessary; stays current on issues related to Urban Forest maintenance; responds to and resolves community and organizational inquiries and complaints; facilitate public outreach activities, such as the City's Arbor Day celebration and Web site.

- Establishes positive working relationships with representatives of community organizations, state/local agencies, City staff and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when inspecting work. The need to lift, carry and push tools, equipment and supplies weighing 50 pounds or more is also required. Additionally, the incumbent in this position work in all weather conditions, including wet, hot and cold. The nature of the work also requires to incumbent to climb trees and ladders, operate motorized vehicles and landscape equipment, work in heavy vehicle traffic conditions and work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

Education and Experience:

Any combination of education and experiences that has provided the knowledge, skills and abilities necessary for an **Urban Forester**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of increasingly responsible urban forestry or horticultural maintenance experience, including one year of administrative or supervisory experience, and a bachelors degree in forestry, environmental science, horticulture of a related field.

Licenses/Certificates:

Possession of a valid class C California driver's license and a safe driving record. Possession of a valid class B California driver's license and a safe driving record is required by end of probation.

Desirable Licenses/Certificates:

Possession of an Arborist Certificate from the International Society of Arboriculture is desirable.
Possession of a Qualified Pesticide Applicators license is desirable.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the knowledge, skills and abilities necessary to perform essential duties of the position.)*

Knowledge of:

- Practices, techniques and materials used in the activities and operations of an Urban Forestry program;
- Principles, practices and techniques of effective supervision, including scheduling work assignments, motivating, evaluating and training assigned personnel;
- Characteristics of various trees, shrubs and other plants;
- Principles and practices of integrated pest management;
- Principles, practices, theories and application of landscape design;
- Horticulture and irrigation systems;
- Federal, State and local laws, codes and regulations pertaining to the protection of an urban forest, including the California Environmental Quality Act (CEQA).
- Methods and techniques for record keeping;
- Methods and techniques of writing, including spelling and grammar, for the preparation of various reports, correspondence, and grants;

- Offices practices, methods and equipment, including a computer and applicable software;
- Occupational hazards and standard safety procedures and practices of using equipment and vehicles used in landscape design and maintenance;
- Principles and practices of program and budget development, administration and evaluation; basic principles of mathematics; and
- Contract negotiations and administration.

Skill to:

- Operate an office computer and a variety of word processing and software applications; and
- Safely operate a variety of equipment of hand and large equipment and vehicles used in landscape design and maintenance.

Ability to:

- Develop and implement an Urban Forestry Program;
- Supervise, motivate, evaluate and provide training for assigned staff; monitor work activities to ensure safe work practices, work quality and accuracy;
- Implement, explain, apply, and ensure compliance to applicable rules, policies and procedures;
- Make sound decisions within established guidelines;
- Work independently and as a member of a team;
- Perform mathematical calculations quickly and accurately;
- Develop and implement a budget;
- Negotiate and oversee contracts;
- Make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships.

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