ASHEVILLE, NORTH CAROLINA

Classification Specification

Arborist
Job Code: 4035
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to supervise and plan City arboricultural, urban forestry and roadside vegetation operations.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and updates and maintains

department standard operating procedure manuals.

Ensures compliance with established safety policies, rules, and regulations; inspects for and enforces City policies, rules, and regulations; guides assigned staff in safety practices and proper use of personal protective equipment; and inspects wo areas for safety and cleanliness.

Receives and responds to tree-related complaints from the public; makes site visits to inspect trees and to identify and resolve tree issues; evaluates tree health; and provides information and answers questions regarding tree care, removal, and pruning; and coordinates maintenance or removal, as appropriate.

Maintains City-owned tree inventory: inspects trees for overall health, signs of decay, or structural defects; performs risk assessments; coordinates, assigns, and performs hazard mitigation and remedial measures, such as chemical treatment, pruning, and/or removal; prepares and submits required permit applications; and maintains details of City-owned tree inventory in department database.

Creates and implements planting plans and schedules: identifies planting and replanting sites; conducts research regarding plant selections to match site characteristics and infrastructure conflicts; selects tree species for planting; coordinates purchase and delivery of selected trees; and supervises and participates in the planting and care of new trees, such as watering, pruning, staking, etc.

Ensures compliance with tree ordinances: interprets, administers, and enforces the provisions of applicable local, state, and federal tree and forestry rules and regulations; conducts field inspections; prepares and files field notes and notices of violations; takes photographs of sites; provides information and technical expertise to property owners, developers, and others regarding code requirements and correcting violations; and maintains files regarding inspection activities.

Advises and provides professional recommendations to engineers, architects, other professionals, Tree Commission, the public, and other regarding urban forestry issues and concerns, as well as local, state, and federal rules, regulations, laws, and ordinances.

Assists in developing and implementing budget for area of assignment: assists with projecting expenditures for labor, materials, and equipment needs; manages tree service contracts; purchases supplies to complete work activities; processes invoices and payment requests; monitors expenditures to ensure compliance with approved budget; and prepares and submits budget and financial documentation and reports.

Operates or uses various equipment, hand tools, and supplies to complete work assignments, such as City vehicle, chainsaw, pruning tools, resistograph, cordless drill, rubber mallet, measuring wheel, and other tools, equipment, and supplies.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, and practices relating to arboriculture, urban forestry, and landscape maintenance; reads professional literature; and attends meetings, workshops, conferences, and training sessions as required.

Communicates with supervisor, subordinates, other City employees, third party service contractors, the public, Tree Commission, engineers, utility companies, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, leave forms, time sheets, applications, service requests, work orders, notices of violation, master street tree planting spreadsheet, planting plans, crew task records, tree pruning and removal permits, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Arboriculture, Forestry, Horticulture, or a related field required; supplemented by three years of experience in tree, landscape, or natural resources management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Class B North Carolina Commercial Driver's License (CDL), including appropriate endorsement(s). Must possess and maintain the following additional certifications or licensures: International Society of Arboriculture Arbor

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature and noise extremes, traffic hazards, bright/dim lights, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.