



Career Service Authority
Arboreal Inspector

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GENERAL STATEMENT OF CLASS DUTIES

Performs full performance technical inspections of trees and shrubs for infestation, disease, and hazardous defects and enforces compliance of rules, regulations, and City policies.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Arborist as the Arborist supervises the Arboreal Inspectors. This class is distinguished from the Senior City Inspector as the Arboreal Inspectors requires specific education and training in the care and management of urban and community trees.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgement are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Evaluates and prioritizes trees for infestation, disease, structural deterioration, and possible traffic hazards, recommends treatment or removal of affected trees, and investigates complaints made concerning public safety and forest health.

Enforces and monitors compliance of specific rules, regulations, and City policies through on site audits, reviews, and/or inspections.

Provides information to citizens regarding code violations and recommends, implements, and coordinates appropriate solutions.

Creates and implements tree protection for demolition and new construction projects and monitors and works with contractors to ensure correct and continuous protection.

Collects various samples, performs on site or laboratory analysis, and maintains field work records including defective tree evaluations, strength loss formulas, and appraisal notes.

Provides technical assistance to affected property owners, evaluates and distributes information to the public and other governmental agencies, and maintains appropriate references files.

Maintains computerized inventory records of existing public right-of-way trees and appraises them to determine monetary value in case of possible damage resulting from landscaping, street construction, demolition/new construction in front setback, or other casualty losses.

Issues summons, researches and develops reports for appeals, and represents the City in legal actions or on special investigative boards.

Initiates appropriate action when unforeseen conditions are present.

Creates and presents educational programs and information campaigns.

Trains other Park's staff and citizens on tree issues.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty - Displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others, chooses an ethical course of action, and is trustworthy.

Interpersonal Skills - Shows understanding friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Reading - Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

Memory - Recalls information that has been presented previously.

Flexibility - Adapts quickly to changes.

Self-Esteem - Believes in own self-worth, maintains a positive view of self, and displays a professional image.

Listening - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Reasoning - Discovers or selects rules, principles, or relationships between facts and other information.

Writing - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity and fostering commitment and team spirit while working with others to achieve goals.

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination and to draw conclusions and/or solve problems.

Oral Communication - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

Customer Service - Works and communicates with clients and customers to satisfy their expectations and is committed to quality services.

Self Management - Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated, and demonstrates responsible behavior.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Problem Solving - Identifies problems, determines accuracy and relevance of information, uses sound judgement to generate and evaluate alternatives, and makes recommendations.

Planning and Evaluation - Organizes work, sets priorities, determines resource requirements, determines short and long term goals and strategies to achieve them, coordinates with other organizations or parts of the organization, monitors progress, and evaluates outcomes.

Information Management - Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

Stress Tolerance - Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, and/or dangerous situations).

Creative Thinking - Uses imagination to develop new insights into situations and applies innovative solutions to problems and designs new methods where established methods and procedures are inapplicable or are unavailable.

Perceptual Speed - Quickly and accurately sees detail in words, numbers, pictures, and graphs.

Arithmetic - Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentage.

Knowledge of the principles of arboreal practices sufficient to be able to evaluate and inspect trees for public safety. Refers to specialized knowledge that is acquired through formal training and extensive on-the-job experience.

Knowledge of various types of disease, infestations, or structural defects common to trees sufficient to be able to inspect, evaluate, and provide recommendations or initiate appropriate actions.

Skill in exercising initiative, judgment, and decision making in solving problems and meeting organizational objectives.

Skill in independently adapting, interpreting, and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented or problematic situations.

Skill in investigating and analyzing information relative to the work assignment.

Physical Demands:

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Crouching: bending body downward and forward by bending legs.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Kneeling: bending legs to come to rest on one or both knees.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Repetitive motions: making frequent movements with a part of the body.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distances and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Working Environment:

Pressure due to multiple calls and inquiries.
Subject to burns and cuts.
Subject to many interruptions.
Subject to varying and unpredictable situations.
Subject to variations in temperature from hot to cold.

Education Requirement:

Baccalaureate Degree in Horticulture, Forestry, Biology, Arboricultural, Community and Urban Forestry, or a directly related natural science degree

Experience Requirement:

One year of experience working in the care and management of urban and community trees.

Education/Experience Equivalency:

Additional appropriate experience may be substituted for the minimum education requirement.

Licensure and/or Certification:

Possession of an International Society of Arboricultural Certificate by the end of the probationary period.

Possession of a valid Colorado "R" driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 10/01/2006

REVISED BY: Patricia Anderson

CLASS HISTORY Revised existing class.