



## Career Service Authority

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### Arborist

#### **GENERAL STATEMENT OF CLASS DUTIES**

Performs supervisory and professional work over the inspection, maintenance, cutting, trimming, spraying, and removal of trees.

#### **DISTINGUISHING CHARACTERISTICS**

This position is distinguished from the Arboreal Inspectors as Arborists supervise Arboreal Inspectors. Arborists are also distinguished from other classes as Arborists perform professional care and management of urban and community trees.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are in the form of stated objectives for the section, unit, function or project. Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving. Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

#### ***Level of Supervision Received and Quality Review:***

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

#### ***Interpersonal Communications and Purpose:***

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

#### ***Level of Supervision Exercised:***

Supervises non-supervisory and/or working supervisory employees.

## ESSENTIAL DUTIES

Develops or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines standards for problem resolution.

Develops the performance enhancement plan, documents performance, provides performance feedback, and formally evaluates the work of employees.

Responds to formal and informal employee grievances and prepares written response.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Provides work instruction and assists employees with difficult and/or unusual inspections/investigations or assignments.

Reviews and authorizes permits, updates regulations relating to tree trimming, spraying, and removal, reviews private tree service company applications and licenses, and conducts licensing examinations.

Assists in the development of departmental budgets.

Allocates resources within the supervised function in accordance with work requirements and budget constraints.

Conducts inspections and surveys to evaluate the health and safety of trees and shrubs.

Initiates annual contracts for tree pruning, spraying, injecting, removal, and stump grinding, monitors contracted work, and authorizes payments.

Issues summons and complaints and represents the city in legal actions or on special investigative boards.

Answers arboreal questions, issues, reviews, approves and monitors construction plans affecting city-owned trees, and makes decisions about species selection and tree health, safety, and survival.

Maintains records and prepares reports.

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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, understands the impact of violating these standards on an organization, self, and others, chooses an ethical course of action, and is trustworthy.

**Conscientiousness** - Displays a high level of effort and commitment towards performing work and demonstrates responsible behavior.

**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.

**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.

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

**Flexibility** - Adapts quickly to changes.

**Speaking** - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations and uses appropriate body language.

**Memory** - Recalls information that has been presented previously.

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

**Self-Management** - Sets well-defined and realistic personal goals, monitors progress and is motivated to achieve, manages own time, and deals with stress effectively.

**Teamwork** - Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

**Decision Making** - Specific goals and obstacles to achieving those goals, generates alternatives, considers risk, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Knowledge of the principles and practices of forestry and the care and management of urban and community trees. Refers to specialized knowledge that is acquired through formal training or extensive on-the-job experience.

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.

Knowledge of forestry principals, techniques, and management sufficient to be able to direct programs for tree care.

Knowledge of the care and treatment of diseased or insect-infested trees and disease development patterns sufficient to be able to determine whether a problem exists and to determine the appropriate remedy.

***Physical Demands:***

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

Walking: moving about on foot.

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.

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 many interruptions.

***Education Requirement:***

Baccalaureate Degree in arboriculture, horticulture, forestry, biology, or a directly related natural science.

***Experience Requirement:***

Three years of environmental enforcement or tree maintenance experience including pesticide application, insect and disease control, and tree planting and care.

***Education/Experience Equivalency:***

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

***Licensure and/or Certification:***

Completion of a Career Service Authority supervisory training course prior to completion of the probationary period.

Possession of a valid Colorado Class "R" Driver's License at the time of application.

#### CLASS DETAIL

**FLSA CODE:** Exempt

**ESTABLISHED DATE:** 9/16/1995

**REVISED DATE:** 09/01/2002

**REVISED BY:** Patricia Anderson

**CLASS HISTORY** Revised existing class.