



Career Service Authority

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City Forester

GENERAL STATEMENT OF CLASS DUTIES

Directs and manages the City's forestry office and programs for the Department of Parks and Recreation Division of Natural Resources.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from Arborist, which performs supervisory and professional work over the inspection, maintenance, cutting, trimming, spraying, and removal of trees, but which does not direct and manage the City's forestry office and programs. It is also distinguished from positions in the Field Superintendent class which may have forestry related duties. Positions in the Field Superintendent class perform non-professional second level supervisory duties over employees involved in City field operations.

The City Forester class is also distinguished by the following characteristics:

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally in the form of stated objectives only with issues and factors largely undefined requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy, and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories, and concrete factors to be evaluated and weighed requiring a high degree of analytical ability, independent judgment, and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied, and simultaneous coordination of several functions, programs, or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications and Purpose:

Contacts are of a non-prescribed nature involving the negotiation and resolution of problems and where exceptional degrees of discretion, judgment, and knowledge are required. Contacts where the exchange of information, support, influence, and cooperation may have a very significant impact on the division, programs, and/or policies of the organization.

Level of Supervision Exercised:

Supervises one or more first level supervisors and, by position, non-supervisory or working supervisor employees.

ESSENTIAL DUTIES

Directs and manages subordinate supervisors and employees involved in forestry operations at the Division of Natural Resources.

Directs and manages the enforcement of City codes and ordinances with regard to trees and vegetation.

Directs and coordinates employees involved in the inspection, trimming, spraying and removal of trees on City property.

Coordinates City wide tree planting projects and regulates public and private tree maintenance and removal.

Manages the development of work plans for the Arboreal Inspectors and tree trimming crews for the purpose of controlling highly infectious tree diseases and primary tree insect infestations.

Evaluates surveys of all trees within the City, identifying dead and diseased trees and public hazards.

Manages the maintenance of trees in the City owned nursery and evaluates various tree maintenance programs.

Directs the issuance of notices and citations to individuals for violations of City forestry ordinances.

Directs the issuance of permits and licensing of contractors for tree maintenance activities in the City.

Reviews and approves construction plans impacting existing City owned trees or new tree additions.

Establishes and maintains a safety program to ensure a safe working environment.

Develops and manages the budget for the division or work functions and allocates funds within the budget to accomplish objectives.

Directs the development of performance evaluation standards for functions managed within the guidelines set by top management. Formally evaluates the work of directly subordinate supervisors and/or staff.

Implements and interprets policies and procedures developed by higher level managers. Develops, recommends and coordinates the implementation of new procedures for the assigned function.

Develops and ensures the implementation of staff training and development programs which provide opportunities for individual employee growth, continuity of work flow during employee absences and long range development of employees.

Performs other related duties as assigned or requested.

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.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Integrity/Honesty - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Technical Competence - Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise (for example, engineering, physical science, law, or accounting); maintains credibility with others on technical matters.

Organizational Awareness - Knows the organization's mission and functions, and how its social, political, and technological systems work and operates effectively within them; this includes the programs, policies, procedures, rules, and regulations of the organization.

Decision Making - Makes sound and well-informed decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, in order to accomplish organizational goals; causes change.

Flexibility - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with pressure and ambiguity.

Interpersonal Skills - Considers and responds appropriately to the needs, feelings, and capabilities of others; adjusts approaches to suit different people and situations.

Planning and Evaluating - Determines objectives and strategies; coordinates with other parts of the organization to accomplish goals; monitors and evaluates the progress and outcomes of operational plans; anticipates potential threats or opportunities.

Managing Diverse Workforce - Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce; manages workforce diversity.

External Awareness - Identifies and keeps up-to-date on key agency policies/priorities and economic, political, and social trends which affect the organization; understands where the organization is headed and how to make a contribution.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions, including establishing and implementing subordinates' performance evaluation plans.

Knowledge of city ordinances, rules and regulations regarding tree maintenance sufficient to be able to direct enforcement activities.

Knowledge of tree planting, maintenance techniques, diseases, and pests sufficient to be able to direct subordinate supervisors involved in inspection and maintenance of trees.

Knowledge of trees and tree maintenance techniques sufficient to be able to evaluate new types and determine suitability to this area.

Knowledge of budgeting procedures and requirements sufficient to be able to administer a budget to accomplish division objectives.

Knowledge of employee development principles and practices sufficient to be able to ensure the long range success of the organization by incorporating cross training, delegation, mentoring, job specific training, and other principles into the daily work of the organization.

Skill in establishing and maintaining effective working relationships with employees, policy making bodies, various representatives of public or private entities and the general public.

Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution and/or garner support for various programs or policies.

Skill in exercising a high degree of initiative, judgment, discretion and decision making to integrate organizational priorities, meet deadlines, and achieve objectives.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

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

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

Hearing: Perceiving the nature of sounds by the ear.

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

Near Visual 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:

Subject to many interruptions.

Education Requirement:

Bachelor's degree with major course works in forestry, horticulture, nursery management or related field.

Experience Requirement:

Three years of professional and/or supervisory experience over tree maintenance and planting activities, including disease and pest control.

Education/Experience Equivalency:

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

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Licensure and/or Certification:

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

By position, possession of a valid driver's license at the time of application. Possession of a valid Colorado Class "R" driver's license prior to the end of probation.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Unknown

REVISED DATE: 06/21/2009

REVISED BY: Paul Wiberg

CLASS HISTORY 06/2009, class specification was put into a new format; supervision exercised was changed; competency statements and a distinguishing characteristics narrative were added; minimum experience requirement was broadened to include professional non-supervisory experience.