



Office of Human Resources
Forestry Supervisor - CN1812
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General Statement of Duties

Performs supervisory duties over employees involved in the arboreal plans review, inspection, evaluation, and all maintenance aspects of tree care for trees located in the public right-of-way.

Distinguishing Characteristics

This class is distinguished from a Forestry Inspector and Forestry Inspector Senior because it provides supervision to these positions.

Essential Duties

Supervises employees involved in the inspection, evaluation of trees for infestation, disease, structural deterioration and other safety hazards.

Supervises employees involved in the reviewing, examining, interpreting and approving landscape plans, zoning and use permit applications related to development review applications and building permits

Addresses phone calls and messages, emails and office visits pertaining to general tree issues, issued notices of violations, citations, enforcements, appeals, emergency work, accident investigations, and/or open records act requests.

Oversees the review of project impacts as they relate to public right-of-way and private property trees, focusing towards new tree establishment, high value tree preservation/protection, tree removal mitigation and infrastructure/care provisions for street trees.

Manages the financial and contractual operation of assigned projects and/or cost center(s) in compliance with applicable, standard operations procedures, fiscal rules, and executive orders.

Oversees the enforcement of municipal code directly impacting private property, development, and the safe use of public rights of way.

Updates, manages and monitors Denver's tree maintenance contract for enforcement of ordered work, safety and health of the public right-of-way tree.

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

Provides work instruction, assists employees with difficult and/or unusual assignments, and encourages innovation.

Trains employees in the day-to-day procedures of the work unit and mastery of individual knowledge, skills, and abilities essential to work tasks.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems, mediates conflicts encountered during daily operations, determines appropriate solutions, and promotes teamwork. Encourages regular communication and informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

Competencies

Decisiveness – Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.

Delivering Results and Meeting Customer Expectations - Focuses on customer needs and satisfaction. Sets high standards for quality, quantity and timelines. Consistently achieves project goals.

Leading and Coaching - Provides others with a clear direction, motivation, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

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 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.

Level of Supervision Exercised

Supervises two or more employees involved in landscape plans review as well as the inspection and evaluation of trees in the public right-of-way and upon private property.

Education Requirement

Bachelor's Degree in Arboriculture, Horticulture, Forestry, or a related field.

Experience Requirement

Three (3) years of environmental enforcement or tree maintenance experience including pesticide application, insect and disease control, tree planting and care.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

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

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Possession of the International Society of Arboriculture Certified Arborist and able to obtain Municipal Specialist within 6 months of hire.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Atmospheric Conditions: conditions that affect the skin or respiratory system.

Potential exposure to temperature changes: variations in temperature from hot to cold.

Potential exposure to hazardous conditions where there is danger to life, body, and/or health.

Potential exposure to hazardous/toxic chemicals.

Noise: sufficient noise to cause distraction or possible hearing loss.

Personal safety: aware of surroundings, people and events

Subject to burns and cuts.

Subject to injury from moving parts of equipment.

Subject to precarious or high locations.

Subject to varying and unpredictable situations.

Subject to: vibrations and strain on the body to cause bodily harm if endured daily.

Wet: frequent contact with water or other liquid.

Works in proximity to cavity dwelling mammals, and stinging insects.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

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

Agility: Ability to move quickly and easily.

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Climbing: Ascending or descending an object or ladder.

Crouching: Positioning body downward and forward.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Lifting: Moving objects weighing no more than 50 pounds from one level to another.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon an object so that it moves away from the person.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

Education Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-10

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By: GT

Class History: 9/18/2022- Job Title revised from Forestry Supervisor and pay grade increased from EX-08.

10/10/2022- Increased pay grade.