

FORESTRY SPECIALIST ASSISTANT (HOURLY)

CLASS DESCRIPTION

General Responsibilities:

This is technical work performed in the field and office of the Forestry Section of the City Parks Division. The work involves performing a wide variety of projects and tasks relating to tree inventory and assists with construction inspection activities to ensure compliance with contract specifications near City-owned trees and other requirements. This work is normally performed under the general direction of a forestry supervisor and forestry specialist and involves independence of action and technical judgment.

Examples of Duties and Responsibilities:

Monitor for compliance of Department of Public Works specifications for construction near street and park trees. Take measurements in the field and keep accurate records. Document tree damage. Conduct field inventory of trees on project site. Collect field data for reports, plans, billings and specifications.

Monitor for compliance of Department of Public Works specifications for contract planting. Inspect nursery stock and provide written reports. Monitor trees for insect or disease issues. Take measurements and maintain related records. Inventory existing street or park trees.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of theories, principles, and practices relating to urban forestry and related arboriculture disciplines especially in the area of tree physiology, tree risk, and tree protection methods. Ability to use computers to prepare reports and tabulate data, including a word processor and spreadsheet. Ability to understand geographic information systems (GIS) for inventorying trees. Ability to understand contract specifications. Ability to identify trees and shrubs and the diseases and insects common to each type. Ability to explain and dispense technical information accurately and courteously to other City agencies and/or contractors. Ability to give and follow oral and written directions. Ability to establish and maintain effective working relationships with internal staff, persons in other departments, and contractors. Ability to maintain adequate attendance.

Training and Experience:

Enrollment in and completion of significant coursework towards a degree in urban forestry, landscape architecture, botany, horticulture or a related field. If not enrolled in a degree program, at least 2 years work experience involving such activities as tree disease inspection; tree pest and disease control; tree planting, removal, and pruning. Other

combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Necessary Special Qualifications:

Employees in this position must be able to lift/carry objects weighing up to 20 pounds. This position requires a work outdoors in all types of weather and at various heights above the ground, and crawling or crouching in small places. In addition, employees may be expected to sit for extended periods of time working at a computer terminal.

Department/Division	Comp. Group	Range
Public Works/Parks	16	00

Approved: _____
Brad Wirtz
Human Resources Director

Date