

CITY FORESTER

CLASS DESCRIPTION

General Responsibilities:

The City Forester manages the Urban Forestry work unit within the Streets Division. This position plays a lead role in all initiatives related to the care, protection and promotion of Madison's urban forest. This is responsible professional, technical, supervisory, programmatic, and administrative work involving the direction of the maintenance, removal, and planting of all public trees within the City of Madison. The work involves supervising a large staff of permanent and hourly employees through lower level supervisors as well as direct supervision of administrative staff engaged in the following work: inspections for compliance with DPW specifications, updating street tree inventory, code enforcement, hazard tree inspections, chemical treatment programs and street tree planting. This position has significant input in the formation and responsibility of the Forestry annual budget, developing and implementing new programs, overseeing ongoing programs directly related to forestry activities as well as providing technical expertise and guidance to those work groups and committees focused on overall sustainability efforts. This position also is responsible for coordinating the processing of owner assessments in certain situations. The City Forester monitors and directs tree protection requirements for construction activities impacting right of way trees and is responsible for short and long term planning and coordinating projects and work unit activities. This position will have considerable interaction and collaboration with staff from other agencies as well as engagement with residents, developers and elected officials is expected. The City Forester reports to the Streets Superintendent and carries out its duties and responsibilities independently.

Examples of Duties and Responsibilities:

Manage the entire Forestry work unit within the City's Streets Division and guide the vision, protection, and expansion of the urban forest to promote public health, environmental equity, sustainability, and quality of life.

Direct the activities of the Urban Forestry Work Unit management, GIS and specialist staff in the planning, organizing and implementation of work unit operations by establishing and analyzing programs, service level assessments, development and monitoring of goals and performance metrics while assuring work is performed in a safe and efficient manner.

Direct and administer, through lower level supervisors, the field operations and programs related to tree management, including small tree and cycle pruning, Emerald Ash Borer (EAB) and other chemical treatments, storm response and tree protection measures. Promotes adherence to national tree work and safety standards, including A300 and ANSI Z133.

Identify, PILOT and implement new methods and practices that improve safety, reduce costs and improve quality.

Annually establish and maintain a bare root stock nursery.

Direct tree protection activities and programs related to development and construction impacts in the Right of Way as well as those from pests or disease. Oversee and manage City tree maintenance program. Develop annual Spring/Fall tree planting and replacement program and oversee its performance. Oversee removal of dead, dying, or other dangerous and diseased public trees. Oversee tree maintenance in areas other than City streets, including on other City-owned property, City parks, and greenways. Oversee tree spraying; application of systemic chemicals; fertilization; and wood recycling. Oversee the inspection program which involves providing tree maintenance advice to resident and enforcing City tree ordinances. Let tree bid forms/specifications to area nurseries and review results.

Oversee the Pest/Invasive Species Control Programs in cooperation with related agencies, including other City agencies, the State Department of Agriculture, Trade, and Consumer Protection, DNR, etc. Make recommendations as to the ways the City can prepare/manage issues and the City's response.

Provide overall management to any urban forestry contracts, contractors or consultants. Research, write and manage Request for Proposals (RFP), Request for Quotes (RFQ) and related processes. Work with the Department of Civil Rights as well as appropriate community partners to ensure city forestry efforts are equity-focused.

Coordinate projects with other City staff, including within Parks Division and other City agencies such as Streets, Traffic Engineering, Engineering, Planning, etc. Work with various City agencies to ensure the care and maintenance of public trees in the city right of way, parks, playgrounds, cemeteries, squares, plazas, medians and public building grounds are properly maintained. Work with Planning Department and City Engineering to manage the review and response associated with proposed construction and development projects regarding urban tree canopy and landscaping.

Respond directly or when appropriate work with the City's public information structure to manage the division's communications processes to include responses to service requests, outreach, engagement and education programs specific to tree planting, monitoring, maintenance and care, as well as to promote the Forestry Program through various media formats and conduct public presentations on the City's program.

Prepare and administer emergency storm call/standby process and distribute pertinent information to appropriate parties and agencies. Respond to calls as assigned.

Serve on related boards and committees pertaining to tree maintenance, preservation and future planning as assigned. Attend various board, committee, and public neighborhood and community meetings as required to provide information and respond to questions concerning the tree maintenance program.

Supervise a large staff of permanent and seasonal/hourly employees including lower level supervisors, professionals, leadworkers, technical and semiskilled employees. Through supervisory staff, manage employee relations including recruitment, retention, promotion, training, discipline, grievance resolution and workers compensation. Take proactive action to assure unit work culture aligns with City's expectations of providing an inclusive, open and welcoming work place for all.

Manage employee relations including recruitment, retention, promotion, training, discipline, grievance resolution and workers comp. Interview and hire new employees and perform necessary discipline and grievance handling. Oversee section time/work schedules through lower level supervisors. Hold routine staff meetings with all section staff, confer with Forestry field and office staff, and provide positive leadership and overall direction for the section.

Direct and coordinate technical training and research activities for the section as well as providing technical advice and professional opinion to other City agencies whose work involves city trees, most often Engineering related to storm water projects and Transportation initiatives such as Complete Green Streets and Vision Zero. Direct workforce development training for new hires. Create and monitor ongoing employee training programs related to crew safety, skills attainment, best practices and maintenance as well as cultural awareness.

Communicate directly with lower level supervisors, and leadworkers on job assignments, work projects and other matters relating to the employees and/or the work. Assure continuous improvements in work product of lower level staff through effectively and efficiently planning work and reviewing the work performed by staff for acceptable quantity and quality of work. Provide hands-on training for staff relative to basic procedures and techniques, new procedures, and updates.

Provides overall management of Forestry's Asset Management System, TreeKeeper, tracking relevant data as it relates to tree location, age, growth, health, work orders and other relevant data making appropriate information available to the public.

Oversee and manage section budgets within overall budgetary constraints, including capital, overtime, and seasonal budgets. Prepare an annual budget request for work unit, including equipment recommendations and necessary follow-up information. Prepare various reports including activity/production reports. Prepare requests for new vehicles/equipment and recommend trade-ins. Monitor budget items such as overtime and seasonal/hourly budgets to ensure no overruns.

Update Tree Technical Manual bi-annually. Generate and present reports as necessary. Assure required reports, records and data systems are accurate and up to date.

Provides guidance and technical expertise in the development of policies, codes, and other requirements particularly for street design and new development. Provide professional direction in administration of coordinated programs for City-wide conservation and protection of arboreal resources, tree inventories, regulation of owner/developer actions on trees covered by the City Code, and the maintenance, removal, and planting of trees.

Recommend system and program changes and changes to City Ordinances and ensure such changes are processed and approved. Advise on, and execute, citywide tree policy, enforce ordinances, establish tree management priorities and best practices, develop new initiatives, and work with non-profit partners to expand and maintain the City's tree canopy.

Interface across municipal and state agencies and authorities, as well as nonprofit and

institutional stakeholders, as necessary, on issues regarding Madison's urban forestry. Work directly with other City department personnel, elected officials, not-for-profit organizations, community groups, and State and Federal agencies on tree issues and work that supports the City's forestry program and goals. Work with and facilitate effective communication with community groups to provide information and/or answer questions. Respond effectively to resident complaints and requests, ensuring that issues within your purview are resolved.

Serve on interdepartmental task forces as assigned, providing expertise and input as it relates to forestry issues.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of the correct methods, equipment, tools and materials used in trimming, pruning, removing, planting/transplanting, fertilizing, and cabling/bolting shade and ornamental trees. Thorough knowledge of tree species common in Madison's geographic region. Thorough knowledge of area tree-related, insect and disease problems and the proper control measures. Thorough knowledge of the occupational hazards of all phases of tree maintenance work relevant to Right of Way (ROW) tree care and the proper safety protocols and precautions necessary to protect employees and property. Working knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Working knowledge of and ability to use computer software applicable to the duties of the position, such as GIS, GPS, MS Office and Kronos. Working knowledge of the creation and administration of annual operations budgets. Working knowledge of efficient personnel and equipment utilization techniques. Ability to identify area tree species. Ability to properly handle personnel matters relating to hiring, grievance handling, discipline, termination, training, and evaluation. Ability to supervise a large work force of specialized, technical, and laborer staff members. Ability to layout, plan, assign and review the work of large numbers of employees. Ability to adapt, respond, and make decisions effectively in a rapidly changing environment. Ability to prepare budget requests, comprehensive reports, and other administrative materials, and effectively manage a budget. Ability to work cooperatively with varied organizations, government officials, the public, and other City employees. Ability to establish and maintain effective working relationships with staff and the general public. Ability to work effectively with multicultural populations. Ability to present lectures to professional organizations, garden clubs, and Forestry personnel. Ability to communicate effectively, both verbally and in writing. Ability to analyze various forestry issues and to prepare and present narrative and statistical reports. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Three years of responsible supervisory experience in a forestry organization at the level of foreperson or above. Such experience would normally be gained after completion of a Bachelor's Degree in forestry, forest management, or a related field. 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.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Possession of a valid Wisconsin Driver's license.
ISA Certified Arborist preferred.

Physical Requirements:

The employee is expected to inspect work at a variety of field work sites (e.g., wooded areas, hilly uneven terrain, wetlands, shorelines, etc.). This position may be expected to attend meetings or provide trainings outside regular work hours, including evenings and weekends. The employee is also expected to respond to Forestry related emergencies after hours.

Department/Division	Comp. Group	Range
Public Works/Parks	18	13

Approved: _____
Erin Hillson
Human Resources Director

Date