

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Vacant
Work Phone: 266-
2. Class Title (i.e. payroll title):
Arborist 1
3. Working Title (if any):
Same
4. Name & Class of First-Line Supervisor:
Craig Klinke, East Parks Supervisor
5. Department, Division & Section:
DPW, Parks Division
6. Work Address:
4502 Sycamore Avenue (East Parks)
7. Hours/Week: 40
Start time: 7 AM End time: 3 PM
8. Date of hire in this position:
March 2014
9. From approximately what date has employee performed the work currently assigned:

10. Position Summary:

This is responsible skilled manual work involving the care and maintenance of City trees within proper safety guidelines. The work includes removal, pruning, repairing, and chemical treatment of trees; the preparation and planting of new trees; and the maintenance of related equipment. Work is performed under the general leadership of a General Parks Supervisor and direct leadership of a Parks Operations Leadworker. This position will work in and provide direction to an evolving work group of PMW's and Parks General Laborers in the General Parks response to the EAB infestation.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 75% A. Remove and prune trees in the public parks and on other City properties and perform other related tasks in conjunction with the care and treatment of city trees.
1. Along with an assigned work crew, assure the efficient and safe removal, chemical treatment, pruning and grubbing of trees within City park lands and elsewhere as required.
 2. Prune small trees from the ground using a pole saw, hand pruner or pole pruner.
 3. Climb trees using ladders, rope and saddle, or other methods.

4. Prune or cut branches using chain saws, handsaws or other equipment.
5. Perform tree maintenance with an aerial tower or rope and saddle.
6. Operate brush chippers and large log hauling truck.
7. Inspect, identify and treat tree diseases, injuries or infestations.
8. Prune and remove decayed, diseased, infested or storm damaged tree parts
9. Perform related work as required.

20% B. Grounds and Building Maintenance

1. Mowing parks, greenways and boulevards using mowers, string trimmers and self propelled out front mowers
2. Build and maintain skating rinks including setting and removing hockey boards and preparing ice
3. Remove snow and ice from paths, bus stops, sidewalks, parking lots, etc.
4. Pick up trash; empty trash barrels in collection bins in parks, operate garbage packer truck
5. Clean restrooms and shelters daily
6. When assigned, perform maintenance tasks in the following areas: golf course, mall/concourse, cemetery, conservation parks, general parks, forestry and botanical gardens
7. Perform special maintenance projects and related work as required.

5% D. Pickup, prepare and plant new trees in the parks and other city owned properties.

1. Operate auger, Bobcat, Toolcat, forklift, tractor, dump truck and other related tree planting equipment.
2. Use shovels, steel t-posts, rakes to plant trees.
3. Water newly planted trees.

12. Primary knowledge, skills and abilities required:

Working knowledge of tree care and the methods, techniques and equipment used in pruning, chemical treatment, planting, and removal of trees. Working knowledge of the precautions and equipment necessary to perform the work safely. Ability to inspect and determine the nature of repair or care required. Ability to operate and maintain specialized forestry tools and equipment such as chain and hand saws, pole pruners, chipper, augers, ladders, dump truck, aerial tower, forklift, toolcat, and pole saws. Ability to climb trees and work with equipment at varying heights and angles. Ability to move ladders, and lift logs and branches. Ability to perform very strenuous physical activity. Ability to work in adverse weather conditions. Ability to establish and maintain effective working relationships with staff, subordinates and the general public. Ability to follow directions and keep accurate records. Skill in pruning, removal, repairing and planting trees. Ability to maintain required licenses and certifications. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Possession of a valid Class B Wisconsin Commercial Driver's License. The successful candidate must have passed the written portion of the relevant Department of Transportation testing process before starting employment. A condition of continued employment is passage of the skills portion of the test and obtaining the required operator's license within a specified timeframe. Specific endorsement requirements will be determined on a position by position basis.

Certification in CPR and first aid or the ability to obtain certification within the probation/trial period. Possession of, or ability to obtain, a Wisconsin State Pesticide Certification and completion of qualified line clearance tree trimmer training within the first six weeks of employment and to maintain certification. Failure to obtain/maintain the required certification may result in forfeiture of the position, absent extenuating circumstances.

15. Physical requirements:

Employees in this position must be able to lift/carry objects weighing up to 50 pounds and must be capable of lifting heavier objects with another employee. This position requires a high percentage of work outdoors in all types of weather and at various heights above the ground. In addition, employees must be able to frequently bend, twist, squat, climb and reach for extended periods of time. Ability to successfully complete a forty hour work week and must be able to work nights and weekends as needed.

16. Supervision received (level and type):

Under the direction of a Parks General Supervisor. On the job site follow direction of a Parks Operations Leadworker.

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.