

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Craig Klinke

Work Phone: 266-4891

2. Class Title (i.e. payroll title):

Forestry Operations Supervisor

3. Working Title (if any):

Assistant City Forester

4. Name & Class of First-Line Supervisor:

Ian Brown, City Forester

Work Phone: 266-4450

5. Department, Division & Section:

Department of Public Works, Streets Division, Forestry Section

6. Work Address:

1402 Wingra Creek Parkway

7. Hours/Week: 40

Start time: 7 AM End time: 3 PM

8. Date of hire in this position:

2018

9. From approximately what date has employee performed the work currently assigned:

2018

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10. Position Summary:

This is responsible professional, technical, supervisory, programmatic and administrative work in directing and coordinating the maintenance, removal, planting, plant health care, and city planning for all public trees within the City of Madison. The work involves supervising the activities of a large staff of permanent and seasonal staff through subordinate supervisors. This includes development and implementation of in-service training programs; development and coordination of projects related to plant health care and urban forest maintenance operations. The position also directs and monitors tree protection requirements for construction activities impacting trees in the right-of-way; and provides public information services; develops and coordinates hazardous materials management activities; planning, outlining and coordinating short and long-term/coordinated projects and section activities. The position cultivates internal and external networks in support of professional arboricultural services. Under general supervision of the City Forester, this position is responsible for exercising independent judgment and discretion in scheduling and monitoring monthly to yearly work activities; managing the Forestry field offices; oversee hiring of seasonal staff and related personnel and labor relations activities. The position

provides additional technical and administrative support to the City Forester and Assistant Streets Superintendent. In addition, this position also serves as the City Forester in his/her/their absence.

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

- 30% A. Oversee the field operations of the Forestry Section
  1. Provides guidelines for setting tree district cycle pruning and small tree cycle pruning goals
  2. Determine priorities and communicate assignments to forepersons, clerical, forestry specialists and seasonal staff
  3. Coordinate the hiring, promotion, evaluation, discipline, training of staff.
  4. Participate with the City Forester in disciplinary procedures and handling employee grievances.
  5. Schedule and approve leave time of subordinate staff.
  6. Inspect and evaluate the work completed by subordinate staff
  7. Coordinate emergency tree response, compile data, and assemble reports for event analysis
  8. Coordinate snow removal on assigned snow removal routes and schedule staff support to the Streets Division all general plow efforts.
  9. Develops, plans and schedules planting of trees within the public right of way
  10. Coordinate the dissemination of utility planting routes for street tree planting and obtain digging ticket number from Digger's Hotline and notify section staff of ticket number
  11. Coordinate the purchasing and delivery of tree stock
  12. Monitor budget expenditures
  13. Order necessary supplies and materials
  14. Assist in preparing specifications for equipment
  15. Verify daily records prepared by subordinate staff
  16. Compile and prepare weekly, monthly, quarterly and special reports
  17. Coordinates the grubbing of stumps with Streets Division
  18. Manage and coordinate updates of street tree inventory
- 15% B. Plans and coordinate the Forestry Section's plant health care management program
  1. Diagnosis and treatment of tree disorders including insects, diseases, and abiotic disorders
  2. Monitors pest incidence and population levels
  3. Coordinates, consults and makes recommendations on pesticide application programs including proper materials, equipment, calibration, methods, timing and personal protective equipment
  4. Coordinates, manages, schedules and supervises the Emerald Ash Borer Operations Plan including the injection of city owned ash trees and preemptive removals of ash.
  5. Monitors pesticide use; maintains pesticide application records, current pesticide manual.
  6. Coordinates cooperative state and federal quarantine and control programs for exotic and invasive landscape pests (Ex. Spongy Moth, Emerald Ash Borer, Oak Wilt, Etc.).
  7. Develops, implements and evaluates Forestry Section's operations plan for invasive and exotic pests
  8. Assure section compliance with local, state, and federal pesticide and hazardous materials regulations governing storage, application, worker protection, disposal and emergency response
  9. Requisition, delivery, and manage section's inventory of pesticides and chemicals
  10. Maintain current file of material safety data sheets on all potentially hazardous substances in section use.
- 10% D. Plans, coordinates and provides technical training activities of the Section
  1. Coordinates the field and classroom training in arboriculture and forestry operations standards of practice for all forestry employees
  2. Develops and implements in-service training program for section to include both in-house and outside instructional resources
  3. Trains section staff as instructors for in-service programs

4. Develops, acquires and maintains current written and visual instructional materials
5. Develops, implements and coordinates staff training for on the job safety including the proper operation of equipment and tools, establishing work zones, compliance of ANSI Z133 Safety Standards for Arborists

- 5% C. Oversee construction and code enforcement activities
1. Coordinate and regulate contractor activities impacting all city owned trees
  2. Coordinate the inspection and evaluation of Private Development Plans
  3. Coordinate the inspection and evaluation Engineering Projects for street tree protection methods and requirements
  4. Coordinate and support tree inspection expertise
  4. Coordinate the inspection of contracted tree care and planting operations
  5. Enforce, record and submit fines for negligible street tree damage to appropriate city agencies
  6. Coordinate the inspection of privately owned trees for compliance of Madison General Ordinances as related to Dutch Elm Disease, Emerald Ash Borer, and Oak Wilt
  7. Coordinate staff to inspect privately owned trees and prepare written tree evaluations for City's Building Enforcement Division. Defend appeals related to code enforcement orders
  8. Coordinate and manage Forestry Specialist's involvement in the City's Sidewalk Repair program

40% E. Assist City Forester

1. Act for the City Forester by attending meetings as their representative to explain sectional activities, or respond to operational concerns
2. Cultivate and support professional networks within City departments, external partners (i.e. workforce development organizations, neighborhood affiliations, educational institutions, government entities, etc.), and regional growth of arboriculture
3. Assist City Forester in preparing projections and justifications of personnel, equipment and supply needs for budget development purposes and long range planning
4. Assume direct responsibility for sectional activities and programs during the absence of the City Forester
5. Provide presentations for the public and elected officials, as assigned
6. Other duties as assigned

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the correct methods, equipment, tools and materials used in pruning, removing, planting/transplanting, fertilizing shade and ornamental trees. Thorough knowledge of area tree-related, insect and disease problems and proper control measures. Thorough knowledge of the occupational hazards of all phases of tree maintenance work and the proper safety precautions necessary to protect employees and property. Thorough knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Thorough knowledge of and ability to use computer software applicable to the duties of the position such GIS database tools and work order systems. Working knowledge of the creation and administration of annual operations budgets. 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 present lectures to the public, other city staff and forestry personnel. Ability to communicate effectively, both orally and in writing. Ability to analyze diverse forestry issues

and to prepare and present narrative and statistical reports. Ability to maintain adequate attendance. Ability to work and respond to after hour emergency calls.

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13. Special tools and equipment required:

14. Required licenses and/or registration:

Possession of a valid Wisconsin Driver's License.

Possession of, or ability to obtain a State of Wisconsin Category 3.0, Turf and Landscape Pesticide Certification and license within 6 months of appointment.

Possession of, or ability to obtain ISA Certified Arborist credential within 6 months of appointment.

Desired: Possession of, or ability to obtain ISA Tree Risk Assessment Qualification within 6 months of appointment.

Desired: Possession of, or ability to obtain, ISA Certified Urban Forest Professional within 6 months of appointment.

15. Physical requirements:

Ability to work for prolonged periods in harsh weather conditions causing work-related emergencies (e.g. tornados; ice, wind and thunderstorms; etc.) Ability to visit a variety of field works sites (e.g., wooded areas, hilly and uneven terrain, wetlands, shorelines, etc.) and inspect work. Ability to lift 50 pounds.

16. Supervision received (level and type):

Reports Directly to City Forester

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).

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EMPLOYEE

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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.