

ASSISTANT CITY FORESTER

CLASS DESCRIPTION

General Responsibilities:

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; provides public information services; develops and coordinates hazardous materials management activities; plans, outlines, and coordinates 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; and for overseeing the 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 their absence.

Examples of Duties and Responsibilities:

Assist the City Forester by attending meetings as their representative to explain sectional activities or by responding to operational concerns; in preparing projections and justifications of personnel, equipment, and supply needs for budget development purposes; and in long-range planning. Cultivate and support professional networks within City agencies and with external partners and the regional growth of arboriculture. Provide presentations to the public and elected officials. Assume direct responsibility for sectional activities and programs in the absence of the City Forester.

Supervise the field operations of the Forestry Section relating to the maintenance, removal and planting of street trees in the City of Madison and to activities relating to the identification and treatment of diseased trees and shrubs. Set tree district cycle pruning and small tree cycle pruning goals. Determine priorities and communicate assignments to forepersons and other staff. Coordinate emergency tree response, compile data, and assemble reports for event analysis. Coordinate the hiring, promotion, evaluation, discipline and training of staff. Participate with the City Forester in disciplinary procedures and handling employee grievances. Schedule and approve leave time. Inspect work done by subordinate staff and contracted tree and shrub planting programs to ensure that it conforms to established standards and operating procedures.

Verify and maintain records; compile and prepare monthly, quarterly and special reports. Manage and coordinate updates to the street tree inventory.

Develop plans and schedules for the planting trees in the public right of way. Coordinate the dissemination of utility planting routes for street tree planting. Coordinate purchasing and delivery of tree stock. Prepare projections and justifications of personnel, equipment and supply needs for budget development purposes. Monitor budget expenditures. Order necessary supplies and materials. Assist in preparing specifications for new vehicles and equipment.

Plan and coordinate the Forestry Section's plant health care management program. Diagnose and treat tree disorders including insects, diseases, and abiotic disorders. Monitor pest incidence and population levels. Coordinate, consult, and make recommendations on pesticide application programs including proper materials, equipment, calibration, methods, timing and personal protective equipment. Coordinate cooperative state and federal quarantine and control programs for exotic and invasive landscape pests (Ex. Spongy moth, Emerald Ash Borer, Oak Wilt, Etc.).

Coordinate, manage, schedule, and supervise the Emerald Ash Borer Operations Plan including the injection of city owned ash trees and preemptive removals of ash.

Monitor pesticide use and maintain pesticide application records and the current pesticide manual. Assure section compliance with local, state, and federal pesticide and hazardous materials regulations governing storage, application, worker protection, disposal and emergency response. Requisition, delivery, and manage section's inventory of pesticides and chemicals. Maintain current file of material safety data sheets on all potentially hazardous substances in section use.

Oversee construction and code enforcement activities. Coordinate and regulate contractor activities impacting all city owned trees. Coordinate the inspection and evaluation of Private Development Plans. Coordinate the inspection and evaluation Engineering Projects for street tree protection methods and requirements. Coordinate the inspection of contracted tree care and planting operations. Enforce, record and submit fines for negligible street tree damage to appropriate city agencies. 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

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

Coordinate and manage forestry specialist's involvement in the City's Sidewalk Repair program

Plan, coordinate and provide technical training activities of the Section. Coordinates the field and classroom training in arboriculture and forestry operations standards of practice for all forestry employees. Develop and implement in-service training program for section to include both in-house and outside instructional resources. Train section staff as instructors for in-service programs. Develop, acquire and maintain current written and visual instructional materials. Develop, implement and coordinate 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, etc.

Develop new programs, policies, and procedures as necessary. Coordinate, plan and implement projects and activities necessary to accomplish short and long-term goals.

Coordinate snow removal on assigned routes and schedule staff as necessary to assist the Streets Division. Coordinate grubbing of stumps with the Streets Division.

Prepare emergency storm call/standby list annually. Distribute copies to Streets Administration, the Police Department and all other concerned agencies.

Perform related work as assigned.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Three (3) 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. Additional years of responsible forestry experience may be substituted for the degree on a year for year basis. 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.

Knowledge, Skills and Abilities:

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.

Necessary Special Qualifications:

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 within six (6) months of appointment. Failure to obtain the certification within the required time period may result in forfeiture of the position, absent extenuating circumstances.

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

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

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

Department/Division	Comp. Group	Range
Public Works/Streets	18	10

Approved: _____
Erin Hillson
Human Resources Director

Date