

CLASS SPECIFICATION
Urban Forestry Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, supervises and reviews the day-to-day operations of urban forestry programs; supervises staff; ensures that applicable City codes, ordinances and plans are complied with; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An Urban Forestry Supervisor is responsible for planning, organizing and supervising the activities and work of staff to ensure that City-wide urban forests are protected, well-maintained, and safe, in full compliance with City codes and ordinances, and in support of applicable city plans and goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve the unit's mission, goals and performance measures; participates in developing and monitoring performance against the unit budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.
3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Plans, organizes, supervises and monitors day-to-day operations and activities of urban forestry staff activities; prioritizes work requests; plans, organizes and assigns work to staff, and as necessary, outside resources; assesses and assigns required equipment and supplies;

develops, organizes and conducts assigned training for staff; plans, organizes and coordinates emergency response efforts.

5. May oversee maintenance and replacement of unit vehicles, equipment and operating supplies; assesses equipment and supply needs; drafts equipment specifications; develops and maintains inventory records; monitors equipment and supplies; plans, organizes and supervises preventive maintenance, repair, servicing and inspection of vehicles, equipment and supplies.
6. May coordinate tree permitting activities between bureaus, including establishment and maintenance of permitting processes, policies and procedures; programmatic permits; training and staff education; public relations and customer service and compliance and enforcement.
7. Inspects and evaluates the work of contractors and City agencies; drafts conditions and standards for permit agreements; monitors contractor and City agency performance and compliance against permit agreements.
8. Performs administrative duties; compiles statistics; drafts reports and proposals; drafts interagency agreements; develops scope of work specifications and assists in contract development; monitors contract compliance.

OTHER DUTIES

1. Interacts with the general public, contractors and other designated City and other agency contacts; provides expertise, information and assistance; receives, responds to and/or resolves questions, inquiries and complaints; makes public presentations; attends and participates in neighborhood and business association meetings; attends Urban Forestry Commission meetings.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Arboriculture and urban forest management methods, standards, techniques and practices, including emergency response and control of tree hazards.
2. City ordinances, codes, procedures and practices regarding City forest metrics and assessment, maintenance, education, outreach, inspection, and unit administration and operations.
3. Applicable state and federal laws, including those related to safety.
4. Safe work practices, methods, terminology and techniques applicable to areas of responsibility.
5. Uses, operation and maintenance of equipment and supplies, including large vehicles and equipment, used to conduct unit activities.

6. City layout and geography.
7. Computer applications pertaining to the work including reporting, records management, forest assessment, public outreach and communication.
8. Principles and practices of sound business communications.
9. City practices and procedures for budgeting, purchasing and maintenance of public records.
10. Principles and practices of effective supervision.
11. City human resources policies and labor contract provisions.

Ability to:

1. Plan, lay out, supervise and review the work of staff engaged in performing urban forestry management activities.
2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
4. Understand and interpret applicable laws, codes and ordinances.
5. Draft specialized equipment and vehicle specifications.
6. Understand and interpret development, construction and landscape design drawings.
7. Create, implement and evaluate forest assessment and education and outreach programs.
8. Communicate effectively both orally and in writing.
9. Present information clearly, logically and persuasively.
10. Use tact and diplomacy in dealing with sensitive situations and concerned people and customers.
11. Establish and maintain effective working relationships with those encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is college coursework in urban forestry, forestry, forest resource management, natural resources management, horticulture, public management, public administration, urban planning or a related field; and at least five years of progressively responsible arboricultural experience as an International Society of Arboriculture Certified Arborist preferably in an urban environment, at least two of which were in a lead capacity; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

International Society of Arboricultural Arborist Certification. International Society of Arboricultural Hazard Risk Assessor Certification required within nine months of hire.

Pesticide Applicators License may be required within six months of hire.

A valid state driver's license. Some positions may require a valid commercial driver's license.

Other certifications may be required depending on assignment.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

4129 FORESTRY PROGRAM SUPERVISOR. Adopted: 08-18-81; Revised: 07-01-92

Revised: Deleted reference to abolished comparison class (City Forester) under Distinguishing Characteristics

June 2009 - Change Job Class number from 7840 to 30000763, due to system change.

Revised 1-30-13 - Added supervision over permitting and updated KSA's

Revised 9-30-15 – Generalized purpose and duties to include all Urban Forestry Supervision duties.