

Tree Inspector

FLSA Status: Covered
Bargaining Unit: Portland City Laborers 483 (PCL)

General Summary

Positions in this class are responsible for processing tree permits and enforcing tree code regulations through plan reviews, field inspections, and tree assessments.

Tree Inspector - 30000250

Distinguishing Characteristics

This class typically inspects trees and sites for compliance with codes, hazard assessment, and other conditions and reviews plans and permits for compliance with code. It is distinguished from the Arborist series class by the code compliance and enforcement responsibility.

Typical Duties/Examples of Work

1. Schedules and conducts independent field surveys and tree inspections for planting, pruning and/or removal permits. Enters inspection information into databases.
2. Utilizes tree permit database to monitor, track, and update field work data, generates written correspondence forms, and monitors permitting goals and targets.
3. Performs tree and tree-root inspections. Assesses trees for health and condition, structure, insects and diseases. Identifies hazards and posts nuisance abatement notifications to owner.
4. Records conditions of inspected trees and issues written recommendations for future actions.
5. Inspects development sites for tree planting requirements, tree preservation planning, tree cutting applications, and possible violations.
6. Reviews and examines site plans and designs to assess impacts on trees.
7. Writes detailed work orders for urban forestry crews indicating priority and estimated scope of project.
8. Composes written correspondence and communicates to other bureaus, contractors, the public, and interest groups on the compliance and education of municipal tree codes.

9. Gathers information to compose and submit reports to the City Forester. Presents information related to the appeal of permit denials to the Urban Forestry Commission.
10. Occasionally participates in, and supports, urban forestry education and outreach programs including public presentations and training workshops.
11. Responds as needed to after-hours emergency tree response, including hazard tree mitigation.
12. Attends and participates in training sessions and conferences relevant to urban forestry.
13. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: urban forestry and arboriculture; municipal tree codes; professional tree assessment standards; tree and tree root health assessment and evaluation; proper pruning techniques and tree removal criteria; advanced level of knowledge of tree biology; tree hazards associated with storm damage response.

Ability to: safely work with and around trees; communicate effectively, both orally and in writing; negotiate, mediate and facilitate challenging tree issues with composure and professionalism; interpret and apply municipal tree codes; operate a personal computer; operate chainsaws; educate the public and other bureaus on proper arboricultural practices.

Skill in: inspecting, assessing and evaluating tree conditions and hazards; interpreting and applying codes and professional standards; efficiently managing multiple permit requests and other priorities.

Special Requirements

ISA Certified Arborist certification; Valid Driver’s License; EHAP certification and pesticide applicator license within six months of hire; some positions may require additional endorsements, certifications or licenses.

Classification History:

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:

4114 Tree Inspector Adopted: 11-01-93

June 2009 - Change Job Class number from 4112 to 30000250, due to system change.

January 2012 – Classification removed from Arborist series document and created separate Tree Inspector document.

January 2014 – Updated job duties and added ISA Arborist Certification

August 2014 – Updated job duties - removed aerial rescue duties

7-1-17 Union changed from DCTU to PCL

Working Conditions

Work in this class is performed in a field and office environment. Incumbent is required to negotiate rough and steep terrain; to lift up to 100 pounds; to work outdoors at times in inclement weather; to be called in and expected to work outside of normal work hours during emergencies; to work in and around traffic; to be exposed to hazardous materials; to operate power tools and equipment; to work under hazardous conditions; requiring use of rigging and safety precautions for the protection of self and others; to drive a car for extended periods of time.