CITY OF BELLINGHAM
JOB DESCRIPTION

JOB TITLE: **Park Urban Forest - Field Supervisor** **UNION:231**
SG:5
DEPARTMENT: **Parks and Recreation – Park Operations Division** **CS:N**
FLSA:N
EEO4/SOCCODE:PR/ 45-1011

JOB SUMMARY:

This position combines supervisory and technical knowledge with the implementation of Urban Forestry programs within the park system and City. Oversees activities related to technical tree work, planting, tree care, and preservation of trees and forest stands in parks, public spaces, open spaces and right-of-way areas. Supervises, assigns and monitors the work of the Urban Forestry team; evaluates quality and quantity of work, and conducts annual performance appraisals. Develops and provides training for operational programs and ensures staff meet standards and service levels. Develops, recommends, and implements short and long-range urban forestry projects and objectives and evaluates effectiveness. Works closely with Park Operations Manager and Park Arborist in service of Departmental goals. Serves as the City's subject matter expert for other City departments, providing professional recommendations and reports.

SUPERVISORY RELATIONSHIPS:

Reports to the Park Operations Manager. Works independently under general direction in accordance with City and Departmental policies, standards, and procedures, state and federal laws, regulations, and guidelines. Supervises assigned Park Arborist, Park Technicians, and Park Workers. Promotes and supports teamwork with other supervisors and managers within the Parks and Recreation Department and City.

ESSENTIAL FUNCTIONS:

1. Supervises and coordinates the Urban Forestry program area within the Park Operations Division. Develops, plans, schedules, coordinates, monitors and recommends a wide variety of tree care tasks. Effectively utilizes maintenance management software to conduct work planning, schedule work activity, manage assets, track service requests/work orders and projects to maintain and maximize efficiency of program areas. Refers major or controversial issues to the Park Operations Manager for review. Works with other divisions, departments, and agencies to facilitate and coordinate services, as appropriate. Maintains Safety Data Sheets for work group.

2. Supervises the work of assigned Park Technicians, Park Arborist, and Park Workers. Hires, trains, assigns works, develops performance standards and monitors performance. Conducts pre-disciplinary investigations; recommends and delivers corrective action as appropriate. Reviews and approves employee timesheets and oversees scheduling. Responsible for training, motivating, and supervising the work team and establishing a system of effective communication and cooperation. Trains and orients employees on the City's tree care and technical tree work techniques and methods, work assignments, equipment operation, policies, best practices and procedures. Responsible for safety training and monitors compliance of employees with safety rules.

3. Develops, recommends, and implements program goals and objectives, subject to management approval. Evaluates, recommends and implements appropriate techniques and equipment to increase effectiveness and efficiency of technical tree work. Develops and recommends policies and procedures for program area.

4. Serves as the City's Urban Forestry subject matter expert by coordinating tree health assessments and hazard inspections, guiding tree conservation efforts, prioritizing tree work based on public safety, and advising both internal departments and outside entities on tree-related matters. Participates on the Bellingham Landmark Tree Committee to identify and actively encourage the conservation of the city's landmark trees by initiating and maintaining an inventory of landmark trees or grove of trees. Reviews nominations and applications for tree removal.

5. Oversees ordering, inventory, maintenance and allocation of program supplies, vehicles and equipment. Coordinates with Park Arborist and other Division Supervisors to resolve conflicts involving scheduling, use, condition and availability of equipment. Obtains quotes for materials/supplies, and coordinates and schedules equipment maintenance.

6. Approves expenditures for equipment and materials, monitors budget for program area and provides recommendations for management review. Implements and monitors approved budget. Prepares and submits reports to manager and outside advisory boards.

7. Works with other City staff, departments, and outside agencies to comply with all applicable local, state and federal regulations, policies, guidelines and reporting requirements.

8. Designs, plans, and determines scope of work, materials, time and cost projections and implements all urban forestry work in program area. Assists Park Operations Manager with managing contracts for hazard tree removal, and coordinates with outside contractors.

9. Investigates and responds to community members' complaints, information requests and issues in a courteous and prompt manner. Advises and informs the public on tree related policies and municipal code.

10. Conducts, attends, and participates in a variety of team or departmental meetings.

11. Monitors and reviews status of Integrated Pest Management Program. Uses system of guidelines for best management practices.

12. Completes necessary documentation for street tree inventory, and records and reports urban forestry statistics to Park Operations Manager. Oversees tracking and identification of urban forestry assets in City controlled areas. Composes correspondence, reports, and other documents as necessary.

ADDITIONAL WORK PERFORMED:

1. Acts as resource to management and employees regarding assigned program area. Keeps current in new developments in the urban forestry field through professional memberships, attending conferences and networking with professionals.

2. May occasionally perform physical activities such as technical climbing, lifting, pushing, and carrying equipment, tools or supplies for programs or activities as needed.

3. Serves as back up for other Park Operations staff, as assigned.

4. Performs other related work of a similar nature or level. Completes special projects or analysis as requested.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Urban Forestry principles including tree planting, pruning, removal, and maintenance.
- Technical arboriculture including tree removals, rope and saddle, spurs and flip line, aerial lifts, rigging and related tools and equipment.
- Arboriculture in tree species, characteristic and requirements best maintenance practices, pests and local ecology.
- Working knowledge of horticulture including a wide range of both native and ornamental plants including characteristics and maintenance requirements.
- Working knowledge of soil science.
- Working knowledge of integrated pest management concepts and strategies for best management practices.
- Working knowledge of managed and natural forest ecosystems.
- Arboricultural equipment operation, care and maintenance.
- Maintenance management systems.
- Current federal, state, and local codes, laws, rules, and regulations related to park grounds maintenance and wetland mitigation.
- Fiscal and records management and ability to develop, prepare and implement program budgets.
- Safety hazards, precautions and procedures related to assigned program area.
- Working knowledge of and ability to learn City personnel policies and procedures and labor contract provisions for the workgroup.
- Working knowledge of departmental policies and procedures.

Skill in:

- Strong supervisory skills including leadership skills, problem analysis and decision-making, planning and organizing, management control, adaptability/flexibility, and time management.
- Strong oral communication and interpersonal skills for working with a diverse population including other employees, public officials, and the general public.
- Strong written communication skills for developing reports, correspondence, policies, procedures, and organizational communications.
- High stress tolerance and advanced ability to manage multiple priorities on a daily basis.
- Strong work ethic and customer service orientation. Always conducts self in accordance with the ethical standards required of public officials and employees.
- Strong computer skills including word processing software GIS and database applications.
- Good time-management skills.

Ability to:

- Ability and knowledge to perform technical aerial tree work including rope and saddle, spurs and flip line as well as aerial lifts.
- Gain a working knowledge of Department operations and procedures, federal, state, and local pertinent regulations.
- Approach, diffuse and resolve confrontational situations.
- Maintain appearance of fairness in dealings with staff and citizens.

- Avoid conflicts of interest in use of City resources and personnel.
- Independently plan and organize work assignments in order to meet critical deadlines.
- Utilize and incorporate technological resources, including maintenance management software, and to learn and adapt to new technology, keeping skills up to date.
- Read, understand, and work from plans and drawings.
- Maintain consistent and punctual attendance.
  Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and copy machine;
  - Frequently communicate accurate information and ideas with others;
  - Operate a motor vehicle;
  - Stand or sit for long periods of time;
  - Move between work sites, including over irregular terrain;
  - Occasionally perform physical activities such as climbing;
  - Occasionally lift and transport irregular objects weighing up to fifty (50) pounds.

WORKING ENVIRONMENT:

Work is performed in an office setting and out-of-doors including exposure to noise, fumes, construction environment and traffic hazards. May occasionally be exposed to hazardous conditions, including working at considerable heights with chainsaws and rigging and working in traffic zones. Work is conducted in natural areas, developed park sites, and urban streetscapes. Work requires use of appropriate safety equipment. This position has frequent exposure to outdoor weather conditions. Possibility of exposure to hostile and offensive language from the public. Employees are required to use appropriate safety equipment and follow standard safety practices. May experience frequent interruptions.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in Forestry, Urban Forestry, Arboriculture or related field.
- Five (5) years of recent experience as an International Society of Arboriculture (ISA) certified arborist participating in the planning and execution of arboriculture in rural or urban environments including hazard tree assessment and written reports.
- Two years supervisory or lead experience required.
- Experience with maintenance management software preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills, and abilities to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and good driving record. Applicant must submit a three- year driving record prior to hire.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check, and local background check.
- Must pass a pre-employment drug screen prior to hire.
- Willingness to attend evening or daytime meetings, training, and other functions.
- Ability to secure and maintain a valid First Aid and CPR certification within 12 months of hire.

- Ability to secure and maintain Tree Risk Assessment Qualification (TRAQ) Certification within 12 months of hire.
- Must possess International Society of Arboriculture Certified Arborist certification at time of hire and maintain throughout employment.
- Must attend and complete Pacific Northwest Resource Management school years 1 and 2 or equivalent certification approved by the Department within 4 years of hire.

PREPARED BY: S.Janiszewski
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7/25

REVIEWED BY:_____
Nicole Oliver
Parks & Recreation Director