TREE MAINTENANCE SUPERVISOR

DEFINITION

Under general supervision, to plan, coordinate, and supervise the work of personnel engaged in the operation, maintenance and improvement of City trees on parks, parkways, medians, golf course and related areas and facilities; and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is a supervisory position with responsibility for assigning, coordinating, and supervising the work of staff assigned to the operation, maintenance, and improvement of the City's trees and related areas and facilities.

EXAMPLES OF DUTIES

Provides supervision and work coordination for staff assigned to the operation, maintenance and improvement of City trees on parks, parkways, medians, and golf course and related areas and facilities; plans and directs park facility construction, maintenance, and repair; inspects trees and public grounds to determine safety maintenance needs; schedules routine tree maintenance according to condition and expected use of areas; determines equipment, material and personnel needs; resolves work problems; instructs, trains, and directs tree maintenance personnel in new arboriculture practices; inspects and reviews work performance, methods and progress of parkways maintenance crews; reviews plans and drawings for the development of new park sites and changes in existing park sites and landscape areas; prepares estimates of time and materials; prepares equipment specifications and approves designs; coordinates construction work with other departments and private contractors; attends and participates in meetings and conferences with other departmental administrators, private citizens and professional groups to discuss tree maintenance programs, facility requirements and improvements and various park maintenance problems; investigates and resolves public requests for tree trimming, removal, planting, and other related issues; prepares reports, manuals, studies, reviews of tree maintenance activities and problems and preliminary budget estimates; administers and controls the budget; provides technical information and assistance to boards, commissions and associations; reviews performance of employees; participates in the work of the unit as necessary; represents assigned functions with city staff and other governmental agencies as delegated.

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SPECIAL REQUIREMENTS

Possession of an appropriate Class B California driver's license.

Possession of an I.S.A. Certified Arborist License.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of arboriculture and tree maintenance and improvement.
- Principles of supervision and training.
- Methods, materials and equipment used in the trimming and maintenance of trees.
- The operation of a variety of tree trimming, planting, and removal equipment.
- Cultivation and fertilization of trees maintained by the City.
- Common plant and tree diseases and pests and their eradication and control.
- Use and applications of herbicides, fungicides and pesticides.
- Tree and landscape design practices.
- Public relations methods and techniques.
- Principles of budget development and control.
- Occupational hazards and standard safety precautions.

and

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EMPLOYMENT STANDARDS - (cont.)

Ability to:

- Plan, coordinate, and supervise the City's operation, maintenance and improvement of City trees, and related areas and facilities.
- Provide supervision, training, and work evaluation for staff.
- Assist with budget development and control.
- Analyze work activities and operational problems, formulate necessary corrections.
- Insure the proper and safe application of chemicals used to control plant diseases and pests.
- Adapt available tools, supplies and equipment to specific tree maintenance problems.
- Maintain accurate records.
- Effectively and courteously respond to citizen complaints and information requests.
- Estimate time, materials and equipment needed to perform tree maintenance work.
- Prepare a variety of reports and presentations.
- Research, collect and analyze information related to trees.
- Effectively represent the tree maintenance functions of the Department with concerned individuals, organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: College course work at an accredited college or university in arboriculture, park administration, management or a closely related field.

Work Background: Four years of increasingly responsible and varied professional experience in tree maintenance, including two years in a supervisory or administrative position.

May 2005