

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: City Forester	Job Code: 2730
Date: August 8, 2017	EEOC Code: PR
FLSA Designation: Exempt	Civil Service Status: Covered (Unclassified)

DEFINITION: This is administrative, planning, and supervisory work responsible for directing the daily operations of the utility forestry and urban forestry programs of Provo City.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to the Electric Operations Manager and performs all tasks under his/her general direction. The work of this class is distinguished by its comprehensive oversight of the utility forestry and urban forestry programs, including power line tree clearance.

ESSENTIAL DUTIES: Oversee and direct daily activities of the utility forestry and urban forestry programs; provide for a professional, comprehensive, and efficient forestry program including short- and long-term planning, budgeting, operations, safety of employees and the public, and maintenance; develop and comply with the Utility Forest and Urban Forest Master Plan standards for the selection, purchasing, planting, maintenance, protection, and removal of forestry resources; prepare and participate in strategic planning for the department and recommend projects to maintain and improve the integrity, reliability, and cost-effectiveness of forestry programs and the power system; review all development plans to ensure compliance with street tree fees and high voltage power line clearance requirements; manage the municipal tree nursery.

Supervise, plan, and coordinate the work of assigned personnel including scheduling workload; inspect work of assigned staff and ensure work is completed accurately and efficiently; resolve issues, conflicts, and technical issues as they arise; conduct performance evaluations and enact rewards and discipline as needed; identify, evaluate, and resolve personnel concerns; make decisions on the selection and retention of personnel; maintain and review all reports, work records, work specifications, and appropriate documentation relating to forestry activities; hold and lead staff meetings; research, develop, and submit a timely and accurate section budget and monitor it throughout the fiscal year; prepare and present various statistical and analytical reports; at his/her discretion, may perform the work of lower level power line clearance tree trimmers for which he/she is qualified; evaluate trees for hazards and maintenance requirements related to high voltage clearance.

Ensure the continual status of Provo City as a Tree City USA and Tree Line USA by the national Arbor Day Foundation; develop and manage public education campaigns and education materials, including garnering support from others for programs and technical advancements; may represent the City in various meetings and on multiple boards; perform other duties as needed.

MINIMUM REQUIREMENTS: Bachelor's degree in horticulture, forestry, arboriculture, or a related field; and three (3) years of progressively responsible experience in urban and utility forest program management and maintenance; **OR** an equivalent combination of education and/or experience [substituting each one year of post-secondary education/training for six months of experience].

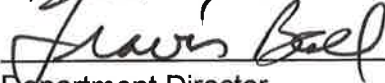
License(s)/Certifications: A valid, lawful driver's license is required. Certification as an arborist by the International Society of Arboriculture is required.

SELECTION FACTORS: *Knowledge of:* management and supervisory techniques; project planning, cost analysis, and budgeting methods; modern arborist practices and skills including natural target and directional pruning, plant health care, integrated pest management, urban soils, conservation, and hazard tree awareness; high voltage electric power line design, operations, safety regulations, and associated facilities; related laws, codes, rules, and regulations governing functions of the position; policies and procedures established for the work system; the operations, functions, and terminology common to utility forestry; basic English composition, spelling, and grammar. *Skill in:* identifying trees and characteristic features of trees in the intermountain region; tree cabling and bracing, rigging, pruning, planting, staking, selection, felling and removal, line clearance, spraying, fertilizing, watering, construction protection, and overall tree maintenance; budget preparation, resource allocation, and contract management; and practicing trust-building behaviors; working around high voltage lines safely. *Ability to:* design and maintain a City forestry program including maintaining a forest inventory system; utilize the City's Geographic Information System (GIS), computers, and related software to analyze the health and care of the city utility forest, prepare work orders, plot maps, and develop related documents; review development plans; develop and introduce educational programs to citizen groups; work with speed and accuracy; develop and maintain effective working relationships with the public, coworkers, and superiors; and communicate effectively both orally and in writing; deal with the public in a pleasant, courteous, and calm manner at all times; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness to others a high level of commitment to the principles of positive customer service; exercise independent judgement while evaluating situations and in making determinations; organize assigned work and develop effective work methods; identify and avoid potential hazards.


TOOLS AND EQUIPMENT USED: Computer-based mapping/forest resource management and analysis equipment; GIS system hardware and software; office equipment including telephone, printers, plotters, scanners, hand held radios and word processing software; arborist-related tools such as power chain saws, power loppers, sprayers, stump grinder, brush chipper, hand tools, ropes and saddle; aerial bucket trucks, pickups, and other equipment.

PHYSICAL DEMANDS: Physical strength, agility, and extended walking are required. Ability to climb, pull, push, and lift heavy objects.

ENVIRONMENTAL FACTORS: Primarily outdoors. Requires extensive exposure to harsh and adverse weather conditions in all seasons; potential exposure to gasoline, oil, engine exhaust, pesticides, sawdust, and related hazards; subject to abnormally high noise levels from engines and equipment; hazardous climbing, heights, and proximity to high voltage and other electrical conductors.



 Department Director



 Date



 Mayor/Chief Administrative Officer



 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.