

CITY OF KALISPELL
JOB DESCRIPTION
AN EQUAL OPPORTUNITY EMPLOYER

Class Title: **Forestry – Arborist Working Supervisor**
Department: Parks Department- Forestry Division
Union: Yes – AFSCME
FSLA: Non-Exempt
Salary: \$ 21.41 per hour
Date: September 11, 2017

I. GENERAL CLASS DESCRIPTION:

Performs a variety of semi-skilled and technical task in the maintenance of Kalispell's Urban Forest. With an emphasis on urban forestry, contract administration, and arboriculture practices. This is a full time year round urban forestry position.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

General

- a. Employee is expected to be on time and fully prepared every day they are scheduled to work. We expect every employee to strive for perfect attendance.
- b. Work assignments are made both orally and in writing. Work is performed with considerable independence in judgment and decision making within established policies, procedures, rules, regulations and guidelines. Work is reviewed through observation, conferences, periodic reports and by the results obtained.
- c. The following duties are typical for this classification. These are not to be construed as all-inclusive. Other duties may be required and assigned.

Urban Forestry (70%)

- a. Assist with the care, maintenance, and removal of trees and other vegetation on city property in accordance with International Society of Arboricultural standards & arboricultural Best Management Practices.
- b. Conducts forestry activities from tree planting, tree pruning to tree care. Has a strong knowledge of plant materials, tree species, planting, pruning and removal techniques.
- c. Operate a variety of equipment and tools including aerial lift truck, chipper, stump grinder, chainsaw, backhoe, tree spade, and hand tools.
- d. Properly setup work zone safety control along streets, sidewalks and work zones.
- e. Ensure equipment is inspected and working properly at all times including before, during and after each day's work.
- f. Assist in administering urban forestry contracts to include pruning, removals, planting, stump grinding.
- g. Utilize GIS and GPS in record keeping.
- h. Assists in the training and/or supervision of lower level employees or community service workers.
- i. Provide storm damage cleanup which might occur during non-regular business hours.

Public Relations (20%)

- a. Administers various urban forestry programs.
- b. Serve as a member of the Street Tree Commission.
- c. Assist with the planning of Arbor Day and other tree related events.

Peripheral Duties (10%)

- a. Serves as a member of various employee committees, as assigned.
- b. Assist with formal flower gardens, streetscape and create and maintain landscape areas with knowledge of herbicides and pesticides applications.
- d. Various other duties as assigned.

III. SUPERVISION RECEIVED:

Works under the general supervision of the Parks Superintendent.

IV. SUPERVISION EXERCISED:

Will act as a forestry crew supervisor, overseeing community service workers and/or temporary employees as required and assigned. This position may occasionally oversee parks maintenance supervisor duties, when assigned.

V. DESIRED MINIMUM QUALIFICATIONS (Education and Experience):

- a. Graduation from high school, GED or equivalent, and;
- b. Graduation from a two year collegiate program in urban forestry, horticultural science, forest resource management, or similar, or
- c. Three years of experience in urban forestry, or
- d. Any equivalent combination of relevant education and experience.

VI. KNOWLEDGE, SKILLS & ABILITIES:

- a. Knowledge of principles and practices of municipal urban forestry and horticultural practices;
- b. Working knowledge of equipment, materials and supplies used in municipal urban forestry;
- c. Working knowledge of urban forestry as it relates to proper planting and pruning techniques and use of equipment;
- d. Working knowledge of first aid, aerial rescue and applicable safety precautions;
- e. Knowledge of OSHA and ANSI standards and guidelines as they relate to tree care;
- f. Knowledge of flagging and traffic control procedures for working in city right-of-way;
- g. Skilled in utilizing personal computers, and handheld devices for collecting and updating tree inventory data;
- h. Skilled in climbing, pruning and removing trees with rope and harness;
- i. Ability to diagnose insect and disease problems in trees and perform corrective action;
- j. Ability to lead a crew in completing urban forestry activities as well the ability to work independently;
- k. Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions;
- l. Ability to effectively communicate orally and in writing;
- m. Ability to establish effective working relationships with employees, supervisors, and the public.

VII. SPECIAL REQUIREMENTS:

- a. Must have a valid Class D Driver's license upon date of hire.
- b. Valid Montana Commercial Driver's License, Class B, Type 2 or must be able to obtain license within 12 months.
- c. Montana Herbicide and Pesticide Applicators License or the ability to obtain within 12 months.
- d. Certified Arborist through the International Society of Arboriculture or the ability to obtain within 12 months.
- e. Preference maybe given to someone that is a certified tree worker or aerial lift specialist through the International Society of Arboriculture or Tree Risk Assessment Qualified (TRAQ).

VIII. TOOLS AND EQUIPMENT USED:

Tree planting and tree pruning tools, aerial lift, chipper, stump grinder, chainsaw, tractor, skid steer, backhoe, pesticide sprayer, loader, dump truck, pole saw, hand saw, pruner, and ladder, computers and related software.

IX. PHYSICAL DEMANDS:

- a. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- b. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- c. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds and work up to heights of 60' and over. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- d. Ability to climb trees with rope and saddle over 40 feet in height 10% of the time. Frequently works in bucket truck over 40 feet in height 60% of the time.

X. WORK ENVIRONMENT:

- a. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- b. While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles and vibration.
- c. The noise level in the work environment is usually loud depending on the task at hand, proper PPE is required.
- d. Shift Schedule: The regular schedule is 7:00 am to 3:30 pm. Some overtime & weekend work will be required. Note: The city reserves to change the schedule base on the needs of the city.

XI. SELECTION GUIDELINES:

- a. Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- b. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- c. Kalispell is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.
- d. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

POSTING DATE: September 11, 2017

CLOSING DATE: **Open until filled**

NOTICE!

ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED.

A CITY APPLICATION CAN BE OBTAINED FROM:

- THE HUMAN RESOURCES DEPARTMENT WITH THE CITY OF KALISPELL, 201 1st AVENUE EAST, KALISPELL, MONTANA, PHONE: (406)758-7774 OR
- THE KALISPELL JOB SERVICE, 427 1st AVENUE EAST, KALISPELL, MONTANA. PHONE (406)758-6200 OR
- ONLINE AT THE CITY OF KALISPELL'S WEBSITE AT: WWW.KALISPELL.COM

Approval: _____ Date: _____
Department Head/Supervisor

Approved: _____ Date: _____
Human Resources Director

Approval: _____ Date: _____
City Manager/Hiring Authority

Revised: September 11, 2017