

Class Code:
Approved by City Council: 6/12/01

Group: City Hall
Exempt:

CITY OF FONTANA ARBORIST

DEFINITION: Under general direction, supervises and participates in an urban forestry management program designed to optimize the health, beauty and safety of the City's trees and other landscaped areas and other related duties.

ESSENTIAL FUNCTIONS: The employee must have the ability to:

- Assist in the development and implementation of goals, objectives, policies, procedures and work standards for the section
- Assign and prioritize work schedules for crewmembers.
- Provide training for staff for skill development and proper safety procedures.
- Provides leadership and supervision of tree maintenance staff and private contractors to ensure the goals and objectives for the urban forestry program
- Assist with bid specifications for tree related maintenance contracts.
- Assist in budget preparation and recommends the purchase of new equipment.
- Audit contractor performance to ensure compliance with contract terms, conditions and specifications; investigates and resolves complaints regarding contractor performance; inspects completed work and authorizes contract payments.
- Provide technical assistance and advice to tree maintenance staff, other City employees and residents on matters pertaining to tree maintenance and care.
- Research new operational techniques, methods and equipment and recommends their application.
- Requisitions necessary materials and supplies to maintain an adequate inventory.
- Develop, review and update written work instructions and schedules.
- Receive incoming complaints or requests for service and assigns the work of crews in field tree work.
- Train, advise and assist staff with field problems
- Inspect work to ensure proper safety precautions are being observed, investigates accidents to determine cause, and takes necessary corrective action.
- Explain the tree maintenance program to public.
- Make field investigations of citizen requests for service and prepares reports or work orders required by the circumstances.
- Maintain various records and makes report as may be required relating to work accomplished, productivity, personnel, equipment, accidents and results of field investigations.
- Maintain tree policy manual
- Maintain City tree nursery and inventory, weed abatement program
- Assist in supervising pesticide operations
- Provide assistance with general landscape maintenance and inspection
- Researches, gathers data and work closely with City staff, boards and commissions community organizations, residents, businesses, volunteer groups to formulate policies and procedures, discuss concerns and develop long range plans for the community forest management program.

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- Work on special projects as assigned.
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Employee must perform any other tasks or functions deemed necessary to the daily operation of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking on level and slippery surfaces, reaching, twisting and turning while entering and exiting a motor vehicle or on foot within the City limits. Duties also include using hands to fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms. The position also requires grasping, pushing, pulling, and repetitive hand movement and fine coordination in preparing reports using a computer keyboard. The position requires the ability to hear, see near, far, and able to discern colors. Incumbents work in all weather conditions. Must also be able to occasionally deal with dissatisfied or quarrelsome individuals.

EXPERIENCE AND/OR EDUCATION: A combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Knowledge of: Principles and practices of arboriculture and tree maintenance, pesticide application procedures, rigging and other appropriate safety precautions and practices; principles and practices of effective employee supervision; codes, ordinances and regulations pertaining to trees; principles and practices of contract preparation and administration, and general landscape inspection and maintenance.

Ability to: Plan, organize, supervise, assign, inspect and evaluate the work of others; select, motivate and evaluate staff and provide for their training development; develop and implement work standards, prepare clear and concise records, reports, and other written materials; analyze complex operational problems, evaluate alternatives and recommend or adopt effective course of action; exercise independent judgment and initiative within general policy guidelines; establish and maintain effective working relationships with those encountered in the course of the work.

Education: Graduation from High School or GED equivalent, completion of 24 semester units of college coursework in ornamental horticulture, forestry management or park maintenance. Three years of journey-level experience in urban forestry management required. One year of supervisory experience desirable.

Special Requirement: International Society of Arboriculture (ISA) Arborist Certification and Pest Control Applicator License and/or Certificate must be obtained within one year of date of hire. Possession of, and continuously throughout employment, a valid CA class "C" driver's license.