

City of Fort Worth, Texas Job Description

Classification Title	City Forester		
Job Code:	PR1261	Job Family:	Professional
Pay Grade	613	Date Reviewed:	07/03/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Supervises and coordinates urban forestry activities and operations within the Parks Planning and Resource Management division. Coordinates assigned activities with other divisions, outside agencies and the general public; reviews plans and processes permits to plant, prune or remove trees on public land; and provides complex staff assistance to assigned senior management staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Participates in the development and implementation of goals, objectives, policies and priorities. Recommends and implements resulting policies and procedures.
3. Identifies opportunities for improving methods and procedures; identifies resource needs; reviews with appropriate management staff; and implements improvements.
4. Coordinate and review the work plan for assigned forestry services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures; and meets with employees to identify and resolve problems.
5. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of the urban forestry programs, methods and procedures; and works with employees on the continuous improvement of city programs.
6. Reviews plans and issues permits for planting in parkway/median. Reviews plans for appropriate species, planting specifications and placement; and processes tree removal permits, tree planting permits and tree pruning permits.
7. Provides information to citizens concerning urban forestry in both oral and written formats; develops presentations for neighborhood associations, organizations and clubs; and represent municipal forestry interests to agencies and general public.

8. Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approve expenditures; and recommends adjustments as necessary.
9. Provides staff assistance to park planning and resource management personnel; participates on a variety of committees; and prepares and presents staff reports and other correspondence, as appropriate and necessary.
10. Coordinates urban forestry activities with those of other divisions and outside agencies and organizations; acts as technical advisor to other departments; performs tree appraisals and risk management; and works with City inspectors, consultants and contractors to modify plans and/or construction techniques.
11. Acts as Incident Commander during emergency response related to tree debris and tree hazard mitigation. Sets objectives and directs team; and coordinates response with Street Services Environmental Management.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operational characteristics, services and activities of an urban forestry program.
 - Modern and complex principles and practices of arboriculture and urban forestry.
 - Tree maintenance and diseases; plant appraisal.
 - Principles of municipal budget preparation and control.
 - Principles of supervision, training and performance evaluation.
 - Computer and applicable software programs.
 - Pertinent Federal, State and local laws, codes and regulations.
 - Platting and permitting process for development.
 - FEMA forms and reporting requirements.
 - Risk assessment.
 - Construction methods and techniques that limit root disturbance.
 - Plant appraisal.
- **Skill in:**
 - Long and short term planning.
 - Emergency Operations procedures, objectives and guidelines.
 - Public speaking.
 - Time management.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Supervise, direct and coordinate the work of subordinate employees.
 - Select, supervise, train and evaluate subordinate employees.
 - Recommend and implement goals and objectives for providing effective urban forestry services.
 - Read and interpret tree surveys, site, landscape, irrigation and grading plans.

- Interpret and explain City personnel rules and regulations.
- Read and interpret City Comprehensive Plan, code and policies.
- Prepare clear and concise reports.
- Analyze situations, make decisions and set objectives.
- Interpret blueprints, construction drawings, and aerial photographs.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Forestry, Landscape Architecture, Horticulture or a related field and four years of responsible experience in urban forestry, park supervision, or landscape installation, including one year of administrative and/or lead supervisory experience.

OTHER REQUIREMENTS

Possession of, or ability to obtain an appropriate, valid Texas driver's license.

WORKING CONDITIONS

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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

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.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.