



**JOB POSTING**  
AN EQUAL OPPORTUNITY EMPLOYER M/W/D

<b>DEPARTMENT:</b>	<b>Public Works Agency</b>
<b>POSITION TITLE:</b>	<b>Arborist/Forestry Supervisor</b>
<b>PAY GRADE/RANGE:</b>	<b>\$90,000 +/- annually</b>

To apply to this position please visit: <https://www.cityofevanston.org/government/departments/administrative-services/human-resources>

**NATURE OF WORK:**

The predominant function of this position is to supervise and coordinate activities of workers engaged in planting, trimming, removing, and maintaining horticultural specialties, such as trees, shrubs, applying knowledge of environmental control structures, systems, and techniques, and plant culture, knowledge of insects and diseases, tree preservation methods, and relative plant healthcare techniques. Conducts inspections and evaluations of Evanston's forestry.

**ESSENTIAL FUNCTIONS** (Specific assignment will include some or all of the following):

- Discusses plant maintenance activities with management personnel to plan planting, trimming, removal schedules, and employee assignments.
- Resolves problems and develops procedures for new species and new cultivation techniques.
- Prepares and assigns work schedules.
- Trains new employees in maintenance techniques, such as planting, trimming, and removal activities.
- Prepares and maintains a variety of records and reports.
- Performs a variety of management activities, including, but not limited to, the evaluation of staff performance, preparation of time cards for payroll, conducting in-service and safety training activities, evaluation of existing programs, and development of new programs/activities, etc.
- Develops and oversees preventive maintenance programs performed by employees and contractors.
- Prepares bids and specifications for equipment, tools, contract trimming, and tree selections.
- Evaluates hazardous trees for potential removal or remedial action.
- Oversees storm/emergency damage operations and assists in snow removal operations.
- Responds to citizen requests/complaints by performing field inspections.
- Oversees laboratory procedures for Dutch Elm Disease sampling.
- May drive and operate heavy machinery such as dump trucks, four-wheeled tractor, etc., to handle materials and supplies.
- Represents the department at workshops on forestry-related matters.
- Performs other duties as assigned.

## **MINIMUM REQUIREMENTS OF WORK:**

- Must possess a Bachelor's Degree in Forestry or Horticulture, or a substantially similar area.
- Must possess a Certified Arborist designation from the International Society of Arboriculture or the ability to obtain this designation within six months of employment and be willing to maintain it as a condition of employment.
- Must possess a valid driver's license and a safe driving record. A Class A or B Commercial Drivers License is preferred but not required.
- Must possess an International Society of Arboriculture Tree Risk Assessment qualification or the ability to obtain this license within six months of employment and be willing to maintain it as a condition of employment.
- Must possess an Illinois Pesticide Applicator's License or the ability to obtain this license within six months of employment and be willing to maintain it as a condition of employment.
- Must possess or willing and able to obtain National Incident Management System (NIMS) ICS 100, 200, and IS 700 Certification within 18 months of employment.
- Must possess five (5) or more years of forestry work experience and two or more years of work experience in a supervisory capacity.

Knowledge, skills, and abilities in the following areas:

- Considerable knowledge of the maintenance methods and operating characteristics of equipment and tools used by forestry workers.
- Considerable knowledge of the operating hazards and safety precautions of equipment and tools used by forestry workers.
- Ability to manage a tree inventory database.
- Considerable knowledge of work rules and safety regulations.
- Ability to lead and motivate employees.
- Ability to provide orientation to new employees and trainees as to the process, policy, and procedures of performing the work.
- Ability to schedule, assign, and reassign work to meet deadlines established by the supervisor and to coordinate the work of the unit.
- Ability to help co-workers resolve complex or difficult work problems.
- Ability to inspect the work of a crew and ensure that deficiencies are corrected.
- Ability to keep records of work performed, materials, supplies, or equipment used.
- Knowledge and ability to use Microsoft Office.
- Considerable knowledge of tree diseases and insect infestations, and mitigation techniques.
- Ability to establish and maintain effective working relationships with supervisors, division employees from other divisions or departments, private companies, government officials, community organizations, and the public.
- Thorough knowledge of OSHA and IDOL standards and precautions
- Knowledge of modern supervisory principles including program planning, scheduling, coordination and public relations.
- Ability to deal with the public in a friendly, courteous, and pleasant manner, and with a customer service orientation.
- Ability to communicate effectively, both orally and in writing.
- Knowledge and use of maintenance management software and GIS.

## **PHYSICAL REQUIREMENTS OF WORK:**

- Ability to work outdoors in a variety of weather conditions such as extreme cold, high winds, rain, snow, sleet, high temperatures, and humidity.
- Ability to lift and move objects weighing up to fifty pounds without mechanical assistance.
- Ability to use cellular telephone, personal computer, camera.
- Ability to use equipment including, but not limited to, chainsaw, handsaw, tree calipers, hammer, and drill.
- Ability to stand for long periods of time, bend, and work outdoors with limited lighting.
- Ability to work safely around operating equipment, fumes, loud noises, dust and dirt, and chemicals normally encountered by the position.

- Ability to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up-to 10 pounds of force constantly to move objects.
- Ability to climb, balance, taste/smell, and see.
- Ability to handle a variety of physical hazards, such as proximity to moving mechanical parts, electrical shock, working on scaffolding and high places, exposure to burns and radiant energy, exposure to all types of explosives, and exposure to toxic chemicals.

**SUPERVISION:**

Work is performed with technical independence under the direction of a supervisor. Works may also involve providing skills enhancement training to employees assisting with the work. Assignments are general in nature and can be in the form of verbal or written instructions as to the desired results, with employee deciding the proper methods required to complete the work and responsible for completing the work in accordance with City work rules and safety regulations. Work is checked at the completion of a project through observation, meetings, and feedback from the supervisor and from other department employees. Guidance is provided through rules and regulations, policies and procedures, Unified Work Rules, Union Contract, Personnel Rules, and OSHA. Work is evaluated at least annually for the safe and skilled operation of equipment, quality of tasks, adherence to work rules, and performance in accordance with classification standards. Additionally, work is evaluated for the quality of workmanship, timely completion of projects, and cost-effective resolution of construction or maintenance problems encountered.

**PUBLIC CONTACT:**

The employee has regular contact with other City employees to complete work requests and clarify maintenance needs, and with the general public in public facilities. The employee may also have contact with part suppliers or vendors to order materials.

***To apply for this position, please apply online at [www.cityofevanston.org](http://www.cityofevanston.org) on or before the closing date.***

**Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal backgroundcheck.**

*The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact the Human Resources Office at 847-448-8204 (voice) or 847-866-5095 (TTY).*