



**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>Grade 11 Exempt \$82,755.66 - \$124,134</b>

\*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for range.

**NATURE OF WORK:**

The predominant function of this position is to supervise and coordinate activities of internal City staff and external contractors engaged in planting, trimming, removing, and maintaining horticultural specialties, such as trees and shrubs. This position applies knowledge of best urban forestry management practices, including plant culture, insect and disease management, tree protection and preservation, and other relevant plant health care methods. Conducts inspections and assessments of Evanston’s urban forest.

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

- Plans and manages tree management activities, including planting, trimming, plant health care, and removal schedules. Keeps up to date on most current best practices for urban forest management, including planting, trimming, plant health care, and removal activities. Ensures all employees receive proper training.
- Performs a variety of staff 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 urban forest management initiatives, and development of new programs/activities, etc.
- Assesses and resolves urban forestry concerns and hazards. Develops a management plan to promote a healthy urban forest, with short- and long-term goals (5-10 year outlook with annual goals and benchmarks). The plan will address topics including improving species diversity, incorporating new cultivation techniques, and climate change adaptation and mitigation.
- Develops and implements activities to meet CARP / EPLAN / Strategic Plan goals related to the urban forest, canopy health, climate mitigation, and other relevant topics.
- Prepares and assigns employee work schedules.
- Prepares and maintains a variety of records and reports.
- Develops and oversees preventive maintenance programs performed by employees and contractors.
- Prepares bids and specifications for equipment, tools, contract trimming, tree selections, and all other related purchases and contracts.
- Evaluates hazardous trees for potential removal or remedial action.
- Oversees 24/7 storm/emergency damage operations and assists in snow removal operations in the role of Snow Commander, as needed.
- Performs field inspections in response to internal and external requests/complaints.
- 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.
- Monitors and maintains division budget under the direction of the bureau chief.
- Performs other duties as assigned.

## **MINIMUM REQUIREMENTS OF WORK:**

Must possess a Bachelor's Degree in Forestry or Horticulture (or a substantially similar area) and five (5) or more years of forestry work experience with two (2) or more years of work experience in a supervisory capacity. Ten (10) or more years of progressively responsible experience in forestry or arboriculture with experience in project management, operations, and administration related to the above will be considered in lieu of a degree.

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 an International Society of Arboriculture Tree Risk Assessment qualification (ISA TRAQ) or the ability to obtain this qualification within one year 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 be willing and able to obtain National Incident Management System (NIMS) ICS 100, 200, 700, and 800 Certification within 18 months 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.

Knowledge, skills, and abilities in the following areas:

- Considerable knowledge of most current forestry and arboriculture management skills and practices for pruning, planting, removals, plant health care, and other forestry work.
- Considerable knowledge of how to maintain and operate forestry equipment and tools.
- Considerable knowledge of hazards and safety precautions necessary for operating forestry equipment and tools.
- Ability to manage a tree inventory database.
- Considerable knowledge of work rules and safety regulations.
- Ability to lead, motivate, and maintain positive working relationships with division staff.
- Ability to provide orientation to new employees and trainees on work policies, procedures, and safe work practices.
- Ability to schedule, assign and reassign work according to deadlines and evolving priorities. Ability to coordinate work schedules of all division employees.
- Ability to help all Public Services Bureau staff resolve complex or difficult work problems.
- Ability to inspect work performed by division employees and ensure that deficiencies are corrected.
- Ability to keep paper-based and digital records of work performed, including materials, supplies, labor, and/or equipment used.
- Knowledge and ability to use common software, including Office, G Suite, GIS, CMMS, and other relevant software.
- Considerable knowledge of tree diseases and insect infestations, and mitigation practices.
- Ability to establish and maintain effective working relationships with peers, other supervisors, contractors, government officials, community organizations, and community members.
- Thorough knowledge of OSHA and IDOL standards and precautions
- Knowledge of modern supervisory principles, including program planning, scheduling, coordination, and public relations.
- Ability to respond to community members in a friendly, courteous, and pleasant manner and with a customer service orientation.
- Ability to communicate effectively, both orally and in writing. Ability to present at public meetings, including formal (City Council) and informal (public presentations, ward meetings, advisory board meetings, etc.)
- Ability to follow the City's Sustainable Pesticide Reduction Policy and considerable knowledge of best-integrated pest management practices.

### **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 (50) pounds without mechanical assistance.
- Ability to use a cell phone, computer, tablet, and digital camera.
- Ability to use and maintain 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 relevant to 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, working in high places, exposure to pesticides and other plant health care products, and other urban forestry hazards.

### **SUPERVISION:**

Work is performed with technical independence under the direction of the Public Services Bureau Chief. Work may also involve providing skills enhancement training to Forestry Division staff. 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 Bureau Chief 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 and with the general public to complete work requests. The employee may also have contact with part suppliers or vendors to order materials and with outside contractors.

***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 background check.**

*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 Human Resources at 847-448-8204 (voice) or 847-866-5095 (TTY).*