



City of Highland Park  
**Assistant City Forester**

<b>SALARY</b>	\$30.00 - \$35.00 Hourly \$62,400.00 - \$72,800.00 Annually	<b>LOCATION</b>	Public Services Building; 1150 Half Day Rd.; Highland Park, IL
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	2024-18
<b>DEPARTMENT</b>	Public Works	<b>DIVISION</b>	Forestry
<b>OPENING DATE</b>	05/07/2024	<b>CLOSING DATE</b>	Continuous

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### Description of Primary Purpose

**Primary Purpose:** Assists the City Forester in managing the City’s urban forest to ensure tree health is protected. The work involves the administration and management of numerous Forestry Section maintenance and capital contracts, processing residential and construction related tree permits, including removals, protection and preservation. In addition, reviewing building permits to ensure compliance with the City’s tree preservation ordinance and enforcement of City code. Responds to resident inquiries, utilizing knowledge of best urban forestry management practices, including plant culture, insect and disease management and mitigation, tree-protection, and other relevant plant health care methods. Conducts inspections and assessments of Highland Park’s urban forest, both private and public, evaluating and resolving concerns and hazards. Provides follow-up communication and feedback to the City Forester. Performs other work as assigned by the City Forester.

The Assistant City Forester is also responsible for independent decisions requiring technical knowledge relating to arboriculture, grounds maintenance, tree planting and tree preservation. Good judgment and discretion is needed in reviewing, inspecting, and approving tree related concerns on construction projects.

**Supervision Received:** Work is performed under the general supervision of the City Forester.

**Supervision Exercised:** The Assistant City Forester gives direction to the Seasonal Forestry Worker and supervises the performance of various contractors in the delivery of services for the City programs including Tree Planting, Trees and Grounds Maintenance, Flower and Tree Planting, Stump Removal, Parkway Restoration, and Holiday Lights.

IMRF Pension eligible position. Full range \$27.94 - \$41.91 hourly. Anticipated hiring range: \$30.00 - \$35.00 DOQ.

### Essential Duties and Responsibilities

**Essential Duties and Responsibilities:**

- Helps administer the tree purchasing, planting, removal, trimming and grounds maintenance contractor.
- Reviews building permits for conformance with City of Highland Park’s Tree Preservation Ordinance and inspects projects in the process of construction for compliance with the approved plan.
- Inspects tree removal permit applications, rejecting or approving the permits as dictated by the City Code. Working closely with residents to assist with evaluation of third party tree proposals and recommendations.
- Administers Code Enforcement related to trees.

- Manages the City's computerized tree inventory software program and ensures information is updated in a timely manner and that records are accurate.
- Plans and oversees annual and perennial plantings in Public areas.
- Provides internal support to other divisions and departments regarding tree-related issues. Also, provides external support functioning as the liaison to local utility companies to resolve forestry-related concerns. May be required to attend public meetings including commission meetings as Forestry representative.
- Provides documentation to maintain Highland Park's Tree City USA status. Assists in planning & implementation of the City's Arbor Day celebration.
- Performs other related job duties or responsibilities as requested or required, whether or not specifically mentioned in this job description.

## Education and Experience

### **Required Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education:** Graduation from an accredited college with a Bachelor's degree in forestry or a closely related field or commensurate of education and experience.

**Experience:** Two years' experience in public sector or forestry related experience with an emphasis on tree care or tree preservation preferred. Ability to acquire knowledge of City policies, laws and regulations. Municipal or public sector experience strongly preferred.

**Certification or License:** Certified Arborist or ability to obtain within a year of employment. A valid Illinois driver's license or equivalent is required. International Society of Arboriculture TRAQ and/or municipal specialist certifications are a plus.

**Required Knowledge, Skills, and Proficiencies:** Knowledgeable of current and updated methods, techniques and procedures used in urban forestry operations; has a strong background in forestry and grounds maintenance practices; working knowledge of tree identification, biological pests and herbicidal applications; ability to read and understand Site and Tree Preservation plans. Has the ability to communicate effectively in both oral and written forms with employees, consultants, other agencies, City officials and the general public; working skill in exercising good judgment, maintaining confidentiality, and making responsible decisions in accordance with established policies and procedures; prioritizing, organizing, and performing work independently; operating a personal computer with the software and programs necessary to perform the work of the department (including Word, Excel, Outlook, ERP (Munis), tree inventory software (TreeKeeper), and Apple iPad Tablet; planning and maintaining complex office and record keeping sequences and systems.

## Supplemental Information

### **Safety Functions:**

- Becomes familiar with and observes all applicable safety policies and procedures.
- Immediately reports any unsafe conditions.
- Keeps work area clean, orderly, and free of hazards.
- Adheres to all safety rules and established work procedures.
- Maintains appropriate physical fitness to perform essential job functions.

**Work Environment:** Outside work may be required to be performed under all climatic conditions: rain, snow, wind, high temperatures and humidity. While performing duties, may be required to walk through undeveloped sites including steep ravines. During office work, noise level will be low to moderate. Under most field conditions, the noise level will be modest to moderate.

**Bloodborne Pathogens:** No exposure anticipated.

**Tools and Equipment Used:** The position requires the ability to operate the following equipment: Office equipment including a personal computer with Windows and Microsoft Office Suite, Tyler Technologies Enterprise Software (ERP), Eden, and tree inventory system software, copier, printer, scanner, smart phone, and Apple iPad tablet. In addition, familiarity using basic hand tools and tree care implements including hand/pole pruners and hand/pole saw.

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**Agency**

City of Highland Park

**Address**

1707 St Johns Avenue

Highland Park, Illinois, 60035

**Website**

<http://www.cityhpil.com>

## Assistant City Forester Supplemental Questionnaire

### QUESTION 1

Do you possess the designation of ISA Certified Arborist?

### \*QUESTION 2

Do you currently possess a valid Driver's License?

- Yes
- No

\* Required Question