



JOB DESCRIPTION

JOB TITLE: Arborist
REPORTS TO: Superintendent of Forestry
GRADE: P07
SALARY RANGE:
Arborist I \$31.04 to \$40.31/hour
Arborist II \$27.42 to \$35.66/hour

DEPARTMENT: Public Works/Forestry
FLSA: Non-exempt
BARGAINING UNIT: IUOE Local #150
DATE: July 2022

SUMMARY

This full-time position involves skilled work in the operation of equipment related to trees: pruning, trimming, maintenance and removal, as well as the maintenance of City grounds. The employee is responsible for the operation of a variety of medium to heavy construction tasks and equipment. Work often requires heavy physical labor. The incumbent may serve as a lead worker in supervising semi-skilled and unskilled workers. Work is performed under the direction of the Superintendent of Forestry.

ESSENTIAL FUNCTIONS

Essential functions as defined under the Americans with Disabilities Act (ADA) may include any of the following representative duties, knowledge and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents within this classification. Incumbents are required to be in attendance and prepared to begin work at their assigned work location on specified days and hours. Factor such as regular attendance on the job is not routinely listed in the job descriptions, but are an essential function.

Essential duties and responsibilities **may** include, but are not limited to, the following:

- Performs various tree maintenance tasks including climbing, trimming, pruning, planting and removing damaged or diseased trees.
- Applies pesticides as required using appropriate spraying techniques.
- Repairs damaged trees using cables and other appropriate techniques.
- Operates heavy tree-related equipment, including, but not limited to, saws, stump removers, hi-rangers, aerial lifts, climbing equipment, spraying equipment and grapple trucks. Reports indications of mechanical problems with equipment.
- Performs manual labor related to equipment operation and maintenance activities.
- Operates snowplows, salt spreaders, other snow removal equipment, and hand shovels as needed.
- Completes routine reports on work performed and equipment used as requested.
- Assures the maintenance of safe work areas and equipment, promptly corrects work hazards, as necessary. Investigates and reports all work related injuries immediately, complies with all safety rules and attends appropriate safety programs.

- Promotes and maintains responsive community relations.
- Availability for overtime for: occasional regular tree work, response to emergency weather/tree situations, the snow removal program, and miscellaneous additional work as required.
- Performs related duties and manual labor as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education and Experience

- Applicant should possess a high school diploma or general education degree (GED).
- Minimum two years experience in an arboricultural field. Certified Arborist license preferred.
- Minimum one year experience in the operation of medium to heavy duty vehicles and maintenance equipment.
- Minimum one year experience in the proper use and handling of pesticides preferred. Current possession of State Pesticide Operator's License, or the ability to obtain one within 30 days of hire.
- Extensive customer service experience, including the ability to deal tactfully with the public on sensitive issues.

Required Knowledge and Skills

- General knowledge of forestry work, including pesticides, tree diseases and pests, tools/equipment, and landscaping and maintenance of public grounds.
- Considerable knowledge of the proper methods/techniques used in tree maintenance activities.
- Knowledge of climbing equipment.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS

- Must possess a valid driver's license.
- Valid Class A CDL with Tanker Endorsement driver's license preferred, or valid Class B CDL driver's license with ability to obtain a Valid Class A CDL with Tanker Endorsement driver's license within 6 months required.

PHYSICAL/MENTAL REQUIREMENTS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to perform manual labor for extended periods of time in all weather conditions.
- Ability to climb trees and work effectively in precarious positions at considerable heights.
- Ability to operate, maintain, service, and make emergency repairs and adjustments to assigned equipment in an effective and safe manner.
- Ability to maintain effective working relationships with employees and the public.
- Ability to understand and follow oral and written instructions.
- Ability to walk, stand, use hands and fingers to operate equipment, reach and lift, climb, balance, kneel and stoop.
- Ability to lift and/or carry up to 50 pounds and occasionally up to 100 pounds; (an employee may receive assistance with very heavy lifting).
- Specific vision abilities include those necessary to obtain a Class A CDL driver's license.

WORKING ENVIRONMENT

- The employee will regularly work near moving mechanical parts and equipment and in outdoor, sometimes severe, weather conditions.
- Much of the work is performed at considerable heights.
- The noise level within the employee's work environment is frequently loud and occasionally very loud
- There will be exposure to fumes, airborne particles, other hazards and elements associated with construction sites.

SAFETY FUNCTIONS

- Becomes familiar with and observes all applicable safety and security policies and procedures.
- Immediately reports all unsafe conditions and acts to supervisor.
- Reports all accidents to supervisor immediately.
- Obeys and adheres to all safety rules and work practices.

CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
3. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
4. *City of Elmhurst participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with the City of Elmhurst must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as*

soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov

5. This position is covered under the authority of the Federal Motor Carrier Safety Administration (FMCSA) and/or the Federal Transit Administration (FTA).

All employees covered by this job description are subject to drug and alcohol testing in accordance with the requirements of the FMCSA, as set forth in 49 CFR part 382 as amended; or the FTA, as set forth in 49 CFR part 655 as amended; and the City of Elmhurst, Alcohol & Drug Testing of CDL Employees, which are hereby referenced and made part of this job description, that mandate urine testing and breath alcohol testing for safety-sensitive positions, as well as those positions that require a commercial driver's license (CDL); requires termination of employment when there is a positive test result.

The US Department of Transportation (DOT) also imposes 49 CFR part 40 as amended, which is hereby referenced and made part of this job description, that establishes standards for collection and testing of urine and breath specimens.

Copies of parts 382, 655 and 40 are available on the internet at the Office of Drug and Alcohol Policy and Compliance website www.dot.gov/ot/dapc/index.html

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Employee: (print): _____

Employee: _____ **Date:** _____

Supervisor: (print): _____

Supervisor: _____ **Date:** _____