



## JOB DESCRIPTION

Title: **FORESTRY SUPERVISOR**

Department: Power

Class Code: 3305

FLSA Status: Non-Exempt

Effective Date: Nov. 5, 1987 (Rev. 06/2017)

### GENERAL PURPOSE

Under general supervision of the Operations Manager, administers and develops the utility forestry program of the Power Department, and the urban forestry programs of Murray City. The work of this position is distinguished by its emphasis on strategic planning, project management, cost accounting, public relations, personnel management, distribution of resources, work evaluation, and budget development.

### EXAMPLE OF DUTIES

- \*-- Serves as the City Forester for Murray City; directs and manages Murray City's urban and utility forestry programs, including planning, budgeting, operations, safety, and maintenance; develops and complies with standards for the selection, purchasing, planting, maintenance and protection, and removal of forestry resources; prepares and participates in strategic planning for the Power Department and Forestry Division, and recommends projects to improve and maintain the integrity, and cost effectiveness of the urban forestry programs.
- \*-- Supervises, plans, and directs the work of Forestry Division personnel; ensures work is completed accurately and efficiently; identifies, evaluates, and resolves personnel concerns; conducts performance evaluations and enacts discipline if needed; makes staffing decisions within the division including the recommendation for hiring and firing of personnel; trains forestry employees in proper tree care and maintenance; assists department safety director with applicable training and safety programs; administers Arborist Apprenticeship Training Program.
- \*-- Evaluates trees for hazards and maintenance requirements related to power system safety and reliability and urban forestry needs; reviews all development plans to ensure compliance with street tree and power line clearance requirements; coordinates with, and inspects work of, city construction and maintenance crews, private contractors, and developers to ensure compliance with forestry specifications and city ordinances; prunes, removes, and maintains trees and vegetation from conflict with overhead power lines and structures. Works around energized conductors to maintain and clear utility right-of-ways. Manually loads trucks with logs and other materials; cleans work areas; feeds chipper; Plants, prunes and maintains City street trees and City park trees.

- \*-- Assures the continual status of Murray City as a Tree City USA by the National Arbor Day Foundation; develops and manages public education campaigns and educational materials; consults with other forestry and public relations oriented organizations to garner support for programs and technical advances within the field of urban and utility forestry.
- \*-- Prepares specifications for vehicles, equipment, planting materials, and operational supplies; administers contracts associated with Forestry Division responsibilities.
- \*-- Develops long-range goals for forestry programs; prepares and administers applicable portions of the Power Fund and General Fund budgets; maintains control over forestry associated expenses; procures trees, tools, chemicals, and other operational supplies.
- \*-- Enforces all city and department rules and policies, and in particular, all applicable city, state and federal safety rules and regulations.
- \*-- Works directly with Public Works Department on tree issues concerning sidewalk, curb and gutter conflicts, and in Parks and other City properties.
- \*-- Serves as staff support for, and works directly with Shade Tree and Beautification Commission to develop community beautification and information projects; works directly with Planning and Zoning Commission on requirements for commercial landscaping within the City; reviews existing ordinances pertaining to trees and landscaping, contributes to preparation of draft revisions or needed new ordinances, reviews and documents all landscape designs for proposed new and changed-use commercial development; contributes to on-site inspections to determine adherence to approved designs.
- \*-- Responds to public inquiries about tree diseases, insects, etc.; administers the taking of orders for new street trees, including proper handling of funds received for tree purchases, waste wood sales, etc.; stays abreast of new technology and information in fields of utility and urban forestry; deals with public complaints diplomatically. Serves on City-wide Traffic Safety Committee regarding unsafe, dangerous, and/or hazardous trees associated with traffic and public safety.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- a) Bachelor's degree in horticulture, forestry, arboriculture, or a related field, plus two (2) years of experience in a comprehensive urban and/or utility forestry program, of which at least one (1) year must have been in a progressively responsible supervisory capacity; OR

- b) Graduation from high school plus successful completion of the Utah Valley State College Arborist Apprenticeship Program (or equivalent), plus four (4) years experience as a fully trained arborist involved in “hands-on” work in a comprehensive urban and/or utility forestry program, of which at least two (2) years must have been in a progressively responsible supervisory capacity; OR
- c) ISA certification
- d) an equivalent combination of directly related education and/or experience.

### Special Requirements

- Possession of a valid Utah Operator’s License at time of appointment, and the ability to obtain a valid Utah Commercial Driver License (CDL) within the first four months following appointment.
- Must be willing to respond to work related after-hour call outs.
- Must be able to pass a criminal background check.

### Necessary Knowledge, Skills and Abilities

- Knowledge of: Management and supervisory techniques; project planning, cost analysis and budgeting methods; modern arborist practices and skills including natural target and directional pruning, plant health care, integrated pest management, urban soils, conservation, and hazard tree awareness; electric power line design, operations, safety regulations, and associated facilities; related laws, codes, rules and regulations governing functions of the positions; policies and procedures established for the work system; the operations, functions, and terminology common to utility forestry.
- Skill in: Identifying trees and characteristic features of trees in the Intermountain Region; tree cabling and bracing, rigging, pruning, planting, staking, selection, felling and removal, line clearance, spraying, fertilizing, watering, construction protection and overall tree care and maintenance; budget preparation, resource allocation and contract management.
- Ability to: Develop and sustain an effective urban and utility forestry program; utilize computers, and related software to analyze the health and care of the City’s urban forest; prepare work orders, and develop related documents; review development plans; develop and present educational programs to citizen groups; develop and maintain effective working relationships with the public, co-workers, and superiors; communicate effectively both orally and in writing.

### **TOOLS & EQUIPMENT USED**

- Office equipment including telephone, personal computers, printers, plotters, scanners, hand-held radios and word processing and spreadsheet software; arborist related tools such as power chain saws, power loppers, sprayers, stump grinder, brush chipper, hand tools, ropes and saddle, etc; and aerial bucket trucks, pickups, etc.

## **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.

- While performing the duties of this job, the employee is frequently required to stand, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
  
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to meet DOT hearing standard requirements.

## **WORK ENVIRONMENT**

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.

- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts in high, precarious places and is occasionally exposed to wet and/or humid conditions, ambient air, temperature extremes, fumes, or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration.
  
- Work is performed partially in an office setting but considerable time will be spent in an outdoor work environment. Directing and working with an arborist crew will be mandatory on a daily basis. Noise level in the outside setting can be extremely loud. Noise level indoors is usually quiet to moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.