



City of Irving Job Description

Urban Forester / Arborist

FLSA Status:	EXEMPT	Job Department:	Parks & Recreation
Job Code:	P301	Reports To (Job Title):	Assistant Parks & Recreation Director or Designated Manager

PURPOSE

To review, plan, issue permits and inspect landscaping in the field, ensuring compliance with the City of Irving's Landscaping and Tree Preservation Ordinance. This position works with landscape architects, developers, and citizens to maximize the City's urban forest. Further, this position works to maintain and preserve the appearance of City lands.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Establish processes and procedures for accurately and effectively verifying onsite that all City of Irving landscaping and tree mitigation requirements are met before, during, and (maintained) after completion of construction, whether property development occurs through direct issuance of building permit or an approved zoning case or plat.
- Prior to construction and through the platting and zoning process, work with commercial property owners, developers, and design professionals to identify existing tree species onsite and maximize the preservation of the urban forest, assisting them in compliance with tree calculation requirements; Inspect landscaping and verify proper tree protection during construction.
- Verify correct quantities and calipers/sizes of trees before issuance of a certificate of occupancy (CO).
- Keep detailed records of all site visits, which includes periodic reporting to managers and/or department director to demonstrate compliance; Participate on a variety of committees.
- Coordinate tree removal and planting on public lands; provide functional oversight of park operations crews for the purpose of assuring the maintenance and appearance of City lands, and the proper care of their trees.
- Coordinate urban forestry activities with those of other divisions and outside agencies and organizations; act as technical advisor to other departments; perform tree appraisals and risk management.
- Monitor and evaluate the quality, responsiveness, efficiency, and effectiveness of urban forestry programs, methods, and procedures; collaborate with others toward their continuous improvement.
- Supervise forestry and horticulture crews; daily work assignments, train and manage personnel.
- Administer large transplanting maintenance program and tree planting programs with KIB and various volunteer groups and contractors.
- Serve as liaison to Tree Board and conduct citywide Arbor Day programs and annual events.
- Complete Tree City USA data collection and annual application.
- Provide information to citizens concerning urban forestry; develop presentations for neighborhood associations, organizations, and clubs; and, represent municipal forestry interests to agencies and the general public.

- Act as Incident Commander during emergency response related to tree debris and tree hazard mitigation.
- Identify diseased trees, determining feasibility of preserving specific trees.

OTHER DUTIES AND RESPONSIBILITIES

- Provide community outreach as assigned with respect to proper tree maintenance and care.
- Assist with tree related contracts and vendor member agreements.
- Perform related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 9 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's degree in urban forestry, landscaping architecture, or other relevant field of study.

EXPERIENCE

- Three (3) years of professional experience in the field of arboriculture or landscape architecture.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued driver's license, or ability to obtain upon hire, is required.
- Certified Arborist as issued through the International Society of Arboriculture.
- State of Texas registered landscape architect helpful.
- TDA Chemical Applicator license helpful.

KNOWLEDGE OF

- Tree Landscaping and Care: Design and layout of plant materials; irrigation techniques; and tree protection techniques in construction areas.
- Tree/plant identification of North Texas tree species, pest management and soil management.
- International Society of Arboriculture standards for tree care and best management practices.

- Design: Design techniques, principles, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Advanced Math: Mathematical calculations including geometry, trigonometry, algebra, statistics, and calculus.
- Records Management: Principles and processes in the preparation, filming, developing, storage, retrieval, and retention of City records.
- Regulations: Federal, state, and municipal restrictions, laws, and ordinances.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office Suite.
- Industry Software: Sufficient familiarity with technology to use a variety of specialized industry software programs, such as Geographic Information Systems (GIS) software.
- Education and Training: Instructional methods and training techniques, including curriculum design principles, learning theory, group and individual teaching techniques, design of individual development plans, and test design principles.

SKILLS AND ABILITIES IN

- Accuracy: Paying extreme attention to detail in dealing with numbers, words, and ideas.
- Mechanical/Technical: Safely operating diverse equipment, especially various field measuring and sampling tools utilized by arborists.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Reading Comprehension: Understanding written sentences and paragraphs in work documents.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Planning: Sensing the environment and setting goals and objectives.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- Service Orientation: Actively looking for ways to help people.
- System Ability: Multi-tasking by working with multiple software packages simultaneously.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Reporting: Researching, analyzing, and compiling data and preparing concise documents.
- Interactive Presentation: Effectively presenting information and responding to questions from groups of managers, clients, customers, and the general public.
- Time Management: Managing time wisely to complete assignments on time.
- Technical Reasoning: Interpreting an extensive variety of technical instructions in mathematical or diagram form and dealing with several abstract and concrete variables.

GUIDANCE RECEIVED

Direction and Varied Methods

Typically receives general direction about assignments and work results to be attained. Requires judgment to determine which methods apply and what data/information should be considered. Position must think through how issues can be addressed within existing policies and procedures and may assist others with more complex work methods and problems.

CONTACTS

Internally, this position engages with staff in multiple departments, particularly the Planning, Inspections, CIP, and Parks & Recreation departments. Externally, this position works with property owners, architects, landscape architects, engineers, contractors, nursery personnel, agencies, neighborhood associations, and citizens.

EQUIPMENT AND PROPERTY

This position utilizes various measuring tools and other equipment of the arborist profession (both manual and digital), as well as, standard office equipment, such as computer, telephone, 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.*

The employee is constantly required to listen, see, sit, and talk. Frequently, s/he is required to balance, carry, climb, vehicle, grasp, reach, stand, and walk. Occasionally, s/he is required to lift up to 50 pounds, push or pull, and stoop. Additionally, this position constantly requires finger dexterity. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee is frequently exposed to dirty environment and extreme temperature or weather conditions. Occasionally, s/he may encounter extreme vibrations, high precarious work places, moving mechanical parts, and air contamination. Rarely, s/he may encounter electrical hazards. The noise level in the work environment usually is Moderate, but when in the field there will be exposure to loud noise produced from chainsaws and chippers.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.