



Urban Forester

Department/Division:	Public Works
Reports To:	Director of Public Works
Provides Direction To:	Not Applicable
Bargaining Unit:	Manhattan Beach Mid-Management Employees Association (MBMEA)
Exemption Status:	Exempt
Employment Status:	At-Will
Date Prepared:	August 28, 2015
Date Revised:	April 15, 2019

GENERAL PURPOSE

Under general direction, plans, organizes, oversees, implements and coordinates the activities and operations of the Urban Forestry Program, including supervising, assigning, reviewing, and evaluating the work of staff and contractors responsible for the cultivation, planting and maintenance of the City's trees and shrubs and open spaces, including at City facilities, parks, parkways, trails and fields; ensures safe work practices, work quality and accuracy and compliance with established policies and procedures; enforces City codes pertaining to the protection of the City's urban forest, parks, open spaces and grounds; serves as technical resources for assigned staff; performs the more technical and complex tasks related to protection and maintenance of the City's urban forest, parks, open spaces and grounds; performs other related duties as required or assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialized mid-management level position and is responsible for the overall management and maintenance oversight of the City's Urban Forestry and Open Space Program. The Urban Forester will be involved in the, refinement and implementation of the Street Tree Master Plan. The Urban Forester will oversee parks, open space building grounds maintenance and care activities. The Urban Forester must have the ability to converse with the public and be able to articulate the City's intentions and goals with respect to the Street Tree Master Plan and tree ordinances and will develop and manage a city-wide urban forestry program.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Plans, organizes, inspects, assigns work, sets priorities and supervises the oversight and maintenance of the City's parks, open spaces and building grounds, including lawn care, weed abatement, irrigation, seeding, removal and replanting activities, trimming, etc.
2. Supervises and sets priorities for contract crews that perform parks, open spaces and grounds maintenance.
3. Plans, organizes, inspects, assigns, sets priorities and supervises the review of all tree care work for private property protected trees and all public property trees.
4. Supervises, monitors, and provide technical advice to contract crews that perform tree maintenance, including trimming, planting, pruning, and removal of trees throughout the City on public property.
5. Prescribes treatments and recommends maintenance to optimize the health, beauty and safety of trees on City owned property and in the public right-of-way, and private property protected trees.
6. Provide internal departmental project coordination and effective internal and external communication throughout the course of all work assignments.
7. Develops, monitors and oversees program budgets. Make budgetary recommendations and maintains appropriate administrative and financial records and reports.
8. Develops guidelines and procedures for protecting existing public trees and private property protected trees during sidewalk, curb and building renovations and new construction. Reviews public right-of-way permit applications and private-property-tree permit applications for impacts on trees and set conditions, as appropriate.
9. Enforces International Society of Arboriculture (ISA) and American National Standard Institute (ANSI) specifications for tree pruning, removal, planning, and replacement.
10. Perform tree inspections to prepare tree assessment reports utilizing advanced diagnostic tools.
11. Evaluates and analyzes data, including the input of data from advanced diagnostic equipment, inspections, risk assessments, and photographs.
12. Responds to emergency situations as they occur, including weekends, evenings, and holidays.

ESSENTIAL FUNCTIONS (cont'd)

13. Maintains a safe and controlled work zone; ensure sites are secured as per City policies and procedures; follows Cal OSHA regulations, protocols and State and Federal guidelines.
14. Monitor State and Federal legislation; inform management of pending legislation.
15. Efficiently performs tree risk assessments and documents inventory. Uses GIS mapping database to track and monitor in order to produce reports.
16. Maintains a positive, non-confrontational attitude when interacting with residents, business owners and contract staff.
17. Responds to service request, complaints, and inquiries for information. Investigates and resolves citizen complaints and escalating concerns.
18. Serves as the liaison to the community, various national, state, regional and local organizations.
19. Presents and educates the public, residents, stakeholder groups, boards, commissions, interdepartmental staff, and City Council.
20. Notify businesses and residents of compliance issues through the set City ordinances notification procedures.
21. Performs other related duties, as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

Federal, State and local laws, regulations, and ordinances pertaining to the protection of parks, open spaces, building grounds and an urban forest, including the California Environmental Quality Act (CEQA); practice, techniques and materials used in the activities and operations of parks, open spaces and grounds maintenance and an Urban Forestry program; principles, practices and techniques of effective supervision, including work assignments, motivating, evaluating and training assigned personnel; characteristics of various trees, shrubs and other plants; principles and practices of integrated pest management; principles, practices, theories and application of landscape design; horticulture and irrigation systems; operation and maintenance of power equipment and tools used in parks, open spaces and grounds maintenance and tree work; methods and techniques for record keeping; office practices, methods and

equipment, including computer and applicable software; contract negotiations and administration; principles and practices of program and budget development; basic principles of mathematics; effective business communications and proper English usage, including spelling, grammar and punctuation; report presentation techniques.

Ability to:

Develop and implement a Parks, Open Space and Grounds Maintenance Program and Urban Forestry Program; Supervise, motivate, evaluate and provide training for assigned staff; monitor work activities to ensure safe work practices, work quality and accuracy; implement, explain, apply, and ensure compliance rules, policies and procedures; work independently and as a member of a team; operate an office computer and a variety of word processing and software applications; and safely operate a variety of equipment of hand and large equipment and vehicles used in landscape design and maintenance; ability to instruct others in the safe use of tree and plant maintenance tools and equipment; perform mathematical calculations quickly and accurately; develop and implement a budget; negotiate and oversee contracts; communicate clearly and concisely, both orally and in writing and establish while maintaining effective working relationships.

Education/Training/Experience:

Associate of Arts degree from accredited college or university in horticulture, arboriculture, agriculture & natural resources or a related field is required. Bachelor's degree from an accredited college or university with major work in arboriculture, horticulture, agriculture & natural resources is desirable. Must have at least four (4) years of professional experience in arboriculture, urban forestry, or closely related work. Experience in public agency setting is desirable.

Licenses; Certificates; Special Requirements:

Must possess and maintain a valid International Society of Arboriculture (ISA) Certified Arborist Certificate preferable as a Certified Arborist Municipal Specialist. Certified Urban Forester certificate is highly desirable.

Must have a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards. Employee must obtain California Class B within six (6) months of appointment.

Within the first year, the employee must attend and pass a PC 832 weeklong training. The PC832 allows for the lawful citation of non-compliant property owners with respect to our tree and other vegetation ordinances.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach above and below shoulder level with hands and arms. The employee must have the ability to frequently sit, stand, walk, bend, stoop, squat, and climb ladders, as well as work in confined spaces. The employee must be able to lift and demonstrate the proper use of hand and power tools weighing up to 50 pounds or more. Must have the ability to frequently enter and exit an aerial lift.

Sensory demands include the ability to see, talk, and hear.

Mental Demands

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret data, information and documents; interpret and explain policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with interruptions; and interact with City staff, vendors, contractors, regulatory officials, and the general public.

WORK ENVIRONMENT

The employee frequently works in office and field settings and is subject to variable weather conditions and traffic when outdoors. The employee is exposed to wetness, moisture, heat, mechanical and electrical hazards, chemicals, and dust, and loud noise when working near pumping and other power equipment.

The employee will be required to drive and operate aerial lifts during the course of duties to inspect trees at heights of 65 feet or more.