

Urban Forestry, Trails, and Open Space Lead

DEPT: Public Works
DIV: Facilities
DATE: June 2018

FLSA: Non-Exempt
EEOC: Service/Maintenance



POSITION SUMMARY

Performs a variety of technical and first-line supervisory duties related to coordinating day-to-day department functions for the urban forestry program, trails, and open space. This includes quality assurance in maintaining, enhancing, and protecting the environment of Lehi City's trees, trails, and open space.

SUPERVISION RECEIVED

Works under the general supervision of the Facilities Superintendent and Assistant Facilities Superintendent.

SUPERVISION EXERCISED

Provides close to general supervision to Parks Maintenance Worker(s) III, II, I, and seasonal laborers in their day-to-day labors or on a project-by-project basis.

ESSENTIAL FUNCTIONS

Meet performance standards established with the employee's manager.

Function as the city's Urban Forester; develop and implement urban forestry programs. Coordinate care and placement of trees with other departments within the city. Analyze and assist in making decisions on street tree and park plantings.

Manage the health and growth of the City's tree canopy.

Schedule work for crews depending on work priorities, crew and equipment availability, and weather conditions.

Confer with supervisors to coordinate work activities with those of other departments or units.

Assist the Facilities Inspector/Project Manager regarding installation, warranty follow-up, and replacement of trees before warranties expire.

Monitor department activities related to planting, maintenance, pruning, upkeep, and tree removal to assure compliance with program goals and Standards.

Maintain an inventory of street trees and related records.

Coordinate and assist in maintaining a comprehensive tree inventory in the computerized City GIS system.

Assist in long range planning of the urban forestry program.

Perform studies and provide information related to proper forestry management methods in order to provide direction for the City in creating budgets and initiatives for all tree management activities.

Investigate inquiries and complaints regarding tree maintenance practices on public and private trees, tree protection, and adherence to industry standards and City ordinances.

Lead and participate in various ongoing and seasonal projects; performs day-to-day and seasonal duties such as mowing, weed whipping and spraying open space, trails, roadways, and other city property; assists in daily maintenance of all City open space, trails, roadways, lift stations, pump houses, etc.;

Act in a consultative role in the development of open space management plans as well as in the development of the city wide trail system.

Develop and maintain cooperative working relationships with area affiliated and support agencies.

Assist in the development and implementation of the division budget.

Serve as a department specialist, trainer, and/or supervisor in various technical aspects of environmental sustainability, urban forestry, open space, and trails.

Assist in conducting educational forums related to environmental sustainability, open space, and trails. May make special arrangements for group activities; provide information on appropriate open space/environmental use.

Organize community groups, (i.e. explorers, community watch groups, volunteers etc.), educate and develop awareness of environmental sustainability, open space, and trails.

Ensure appropriate paperwork is completed in a proper manner and submitted in a timely manner; including but not limited to maintaining all Tree City USA requirements.

Properly care for and maintain all assigned equipment.

Assist Buildings, Cemetery, Leisure Parks Lead, Irrigation Lead, and Ball Crew Lead in any and all of their responsibilities as needed.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school;

AND

B. Six (6) years of progressively responsible experience in the maintenance, upkeep, and beautification of urban forestry, open space/trails maintenance, turf, parks, facilities and/or related environs;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of plant biology, plant health, and plant identification/selection; of equipment such as backhoe, loader, dump truck, mowers, tractor, power over-seeders, aerators, thatchers, welders, trimmers, etc.; landscape and sprinkler system design; flow pumps; of hazards and related safety precautions associated with equipment operations; of herbicides, fungicides, insecticides, and pesticides, and proper application of the same; of turf management; of interpersonal communication skills.

Journey Level Skill in proper pruning practices and proper pest mitigation practices; in the operation of various types of light equipment such as bucket truck, front-end loader, tractor, backhoe, etc., basic mechanics, basic electrical and plumbing operations, basic carpentry and masonry.

Ability to recognize and identify common weeds, pests, herbaceous and woody plants; ability to recognize and identify diseases common to turf and greenery; ability to effectively apply chemicals for the abatement and eradication of noxious weeds and insects; effectively perform various semi-skilled and skilled functions related to building maintenance; ability to communicate verbally and in writing; ability to develop effective working relationships with supervisor, subordinates, and the public; ability to identify problems, identify solutions, and work effectively to solve problems.

3. Special Qualifications:

Valid Utah Driver's License and a Commercial Driver's License (CDL) required. Certification through the National Arborist Association is required. Obtaining the ISA Tree Risk Assessment Qualification will need to be obtained as soon as the course is made available in our area.

4. Work Environment:

Incumbent of the position generally performs in a physically demanding environment. Tasks require variety of physical activities, generally involving some muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Frequent local travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)