

CITY OF SALINAS

URBAN FORESTRY CREW SUPERVISOR

BARGAINING UNIT/CLASS CODE:

SEIU SUPV. / J05

DEFINITION

To assume substantial responsibility for the daily supervision of tree trimmer crews; to perform a variety of skilled tree trimming work; and to assist the Parks, Grounds, Forestry Operations Manager with administrative duties pertaining to tree trimming.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey and supervisory class in the Urban Forestry class series. This class is responsible for daily supervision of tree trimmer crews, providing functional supervision to Senior Urban Forestry workers, and other subordinate personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Parks, Grounds, Forestry Operations Manager. Exercises functional supervision over assigned personnel.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Assume substantial responsibilities for planning, assigning, and supervising the work of tree trimming crews. Assist the Parks, Grounds, Forestry Operations Manager with administrative duties such as recordkeeping, preparing reports, budgeting, purchasing, and scheduling. Evaluate work procedures; recommend and implement improvements. Perform and supervise specialized tree trimming work. Prune trees and shrubbery to provide clearance of streets, sidewalks, signs, and lights and as necessary to ensure continued health of trees. Remove fallen trees, dead limbs, stumps and other debris as necessary. Clean, maintain and perform regular safety inspections on climbing and trimming equipment. Oversee and direct the planting, staking and pest control of trees and shrubs. Respond and resolve citizen inquiries and complaints. Implement City Tree Ordinance and regulations. Perform general and specialized forestry and landscape as necessary. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read fine printed materials on labels, Material Safety Data Sheets, manuals, maps, diagrams, to work with color-coded wires with no color deficiencies; hearing sufficient to conduct in person, radio and telephone conversations occasionally over the noise of operating equipment; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about uneven and un-landscaped terrain; physical strength to lift from the floor up to 30 lbs and up to 50 pounds with assistance; physical stamina sufficient to sit or walk for prolonged periods of time and persevere long periods of exposure to pollen and grass - no severe allergic reactions to dust or pollen; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

A combination of outdoor work inspecting job sites and tree failures, and a business office working environment. In the office, subject to sitting at a desk completing reports, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

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Be available for emergency call-out response for forestry activities. In the field, walking and standing for long periods of time, work in all types of weather environments, rain, heavy traffic, heat and wind. Ability to work in environments with very loud equipment noise levels.

QUALIFICATIONS

Knowledge of:

City policies and procedures pertaining to tree trimming and landscape maintenance. Principles and techniques of effective employee supervision. Advanced urban forestry arboriculture principles and techniques. Methods, materials, tools and equipment used in the trimming and removal of trees. Tree planting and maintenance methods. Tree diseases and pests and proper methods of their eradication. Safe work practices. Methods, materials, equipment, and tools used in general park maintenance work.

Ability to:

Supervise and coordinate the work of forestry personnel. Train new and journey level personnel. Keep neat and accurate records; prepare clear and concise reports. Perform specialized forestry duties. Assist with administrative duties such as budgeting, purchasing, and scheduling. Work safely and efficiently in trees of all sizes. Use hand and power tools skillfully and safely. Check, recognize and safely correct or report defects in tree climbing and trimming equipment. Inspect tree climbing and trimming equipment and repair defects when noted. Study and resolve citizen inquiries and complaints. Understand, carry out and give accurate oral and written directions. Establish and maintain cooperative working relationships with others. Perform a variety of general and specialized landscape maintenance duties.

Skills to:

Competently trim and prune trees. Climb trees and use tree trimming equipment and tools. Mix and apply pesticides and herbicides for effective results.

License or Certificate:

Possession of valid California Driver's License appropriate to vehicles operated. Possession of a California Pesticide Applicator Certificate. Possession of valid Cardio-Pulmonary Resuscitation (C.P.R.) and American Red Cross issued Basic First Aid cards. Possession of an International Society of Arboriculture Certificate.

Education and Experience:

Any combination equivalent to four years of skilled urban forestry experience, including two years as a lead tree trimmer.

Reviewed _____ Approved _____
Department Director Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 2-94, REV: 7-97, REV: 01-07