

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Urban Forest Supervisor	Job Family: III
General Classification: Professional	Job Grade: 20

Definition: To plan, organize, direct, and supervise the City's urban forestry program and related tree maintenance operations within the Parks and Forestry and Roadway Landscape operations; and to perform a variety of technical tasks relative to assigned area of responsibility.

Distinguishing Characteristics: The Urban Forest Supervisor is a single-class position which receives direction from the Urban Forest Manager. The Urban Forest Supervisor exercises direct and indirect supervision over assigned maintenance and technical personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for supervising the City's urban forestry program; implement policies and procedures.
2. Plan, prioritize, assign, supervise, and review the work of staff involved in tree maintenance.
3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for additional resources; monitor and control expenditures.
5. Participate in the selection of staff; provide or coordinate staff training; prepare performance evaluations; work with employees to correct deficiencies; implement disciplinary procedures.
6. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
7. Coordinate contract tree-trimming activities; contract tree planting activities; review plans and specifications.
8. Enforce tree ordinance standards; manage Heritage tree program.
9. Perform other duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of arboriculture, equipment, tools, and materials used in proper tree care and maintenance; principles of supervision, training, and performance evaluation; principles of municipal budget administration; pertinent local, State and Federal laws, ordinances, and rules.

Ability to: Organize, implement, and direct tree-trimming maintenance activities and pesticide application operation/activities; interpret and explain pertinent City and department policies and procedures; assist in the development and monitoring of an assigned program budget; develop and recommend policies and procedures related to assigned operations; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; operate applicable computer hardware and software applications; supervise, train, and evaluate assigned staff.

Experience and Training Guidelines: Combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Completion of an associate's degree in arboriculture or a related course of study and three years of increasingly responsible experience in tree maintenance activities, including one year of lead supervision responsibility.

Required Licenses or Certificates: Possession of a valid California Class C driver's license. Possession of, or ability to obtain within 18 months of appointment, a certified arborist certification.

Working Conditions: This position may be required to work extended or irregular hours for critical issues. May need to be available for contact after normal business hours.

Established: October 1991

Revised: December 2010

HRD/CLASS SPECS

Urban Forest Supervisor