

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Urban Forest Coordinator	<b>Job Family:</b> 2
<b>General Classification:</b> Professional	<b>Job Grade:</b> 16

**Definition:** Under general supervision, administers and implements the City's forestry and community tree programs and ensures compliance with ordinances; acts as one of the City's liaisons between contractors and the public; and performs other specialized arboriculture functions as assigned.

**Distinguishing Characteristics:** This single-class position is a full journey-level class responsible for implementing the Community Tree Master Plan. This position has the responsibility to communicate the City's tree policies, practices, and standards to the public. Employees at this level receive occasional instruction and assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Receives direct supervision from the Urban Forest Manager. May consult with and offer functional and technical direction to developers, permit applicants, and contractors related to tree maintenance and tree protection and general arboricultural practices.

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

1. Act as one of the City's liaisons between contractors and the public; assist with planning, coordinating, and monitoring the work of contractors and permittees; ensure compliance with City tree maintenance standards and all applicable regulatory requirements.
2. Assist with implementation of the Community Tree Master Plan and Heritage Tree Policy.
3. Perform marketing and outreach to residents regarding street tree vacancies.
4. Serve as the City's representative for community outreach and educating residents about the City's forestry and community programs.
5. Work with contract arborist and City staff to plant street trees.
6. Conduct periodic surveys to report and suggest maintenance needs; assist with scheduling and routing of the contractor to perform maintenance and make recommendations to improve routing and tree work efficiency as needed.
7. Conduct field visits to confirm the contractor has completed assigned work and documents according to division standards.

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8. Assist in developing work plans, procedures, and schedules for tree inspections, trimming, and removal.
9. Assist with awareness of and compliance with safety standards, work methods, and quality standards in relation to tree work.
10. Maintain records necessary to monitor the tree inventory data and produce reports on status of quarterly and annual tree replacements and removals; assist with department goal of increasing canopy by tracking new trees and tracking watering schedules of young trees.
11. Respond to inquiries regarding tree planting and assist with investigating complaints related to tree maintenance operations of contractors; recommend corrective action as necessary to resolve complaints; keep abreast of current maintenance functions and recommends improvements to the City's policies and practices.
12. Assist division management to prepare budget estimates and requested reports.
13. Inspect project sites to evaluate work progress and quality; evaluate contractor work progress; resolve work problems; determine additional needs; formulate necessary actions to correct deficiencies.
14. Prepare, develop, and update outreach and awareness materials, notification letters, and other public information materials.
15. Plan and coordinate projects and maintain a positive relationship with nonprofits and community organizations.
16. As part of regular tree assessments, report pest issues to the Urban Forest Supervisor and Urban Forest Manager.
17. Perform other related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Contract administration; arboricultural practices and tree maintenance operations; methods of tree pruning, tree removal, tree planting, and tree preservation; pests and diseases of trees; safe work practices and hazards associated with the work; records maintenance, report writing, and office equipment, including personal computers; safety standards, work methods, and quality standards in relation to tree work.

Ability to: Accurately evaluate tree conditions and recommend corrective maintenance; consult with and offer functional and technical direction to contractors and act as a liaison

between the public and contractors; communicate effectively, both orally and in writing; analyze, interpret, and explain policies and procedures; write reports and maintain accurate records; read and interpret blueprints, diagrams, and schematics; prepare reports and requisitions; establish, maintain, and foster a positive and harmonious working and customer service relationship with those contacted in the course of work; provide excellent customer service to the public, other agencies, and other City employees.

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

Completion of a bachelor's degree from an accredited college or university in arboriculture, horticulture, landscape architecture, or forestry. Two years of increasingly responsible experience in the field of arboriculture or urban forestry management.

**Required Licenses or Certificates:** Possession of a valid California Class C Driver License. Possession of, or ability to obtain within 18 months of appointment, Arborist Certification from the International Society of Arborists.

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

Established: July 2018

Revised:

HRD/CLASS SPECS

Urban Forest Coordinator