

## CITY FORESTER

**PURPOSE:** To manage Duluth's urban forest resources, parks, and park facilities to improve the quality of life, the environment, and the economic well-being of citizens and guests.

### **FUNCTIONAL AREAS:**

- 1) Develop, administer, and supervise the urban forest management plan and the forest management program.
  - \* A. Coordinate the inspection, replacement, planting, fertilization, pruning and pest control for boulevard and park trees and trees within City forests.
  - \* B. Maintain tree inventory and hazard tree assessment for boulevard and park trees and trees within City forests.
  - \* C. Supervise maintenance of the tree nursery, including researching tree species and purchasing stock.
  - D. Conduct soil testing.
  - \* E. Supervise the Dutch Elm disease control program which includes detection, public notification, removal, injection, and conducting research to monitor changing conditions.
  - F. Supervise public education.
  - \* G. Coordinate removal of waste wood and production of woodchips for landscaping use.
- 2) Develop, administer, and supervise the park and landscape maintenance programs.
  - \* A. Supervise the development, expansion, inspection, and year round maintenance of trails, skating rinks, ball fields, ball courts, playgrounds, parks, and community clubs.
  - \* B. Supervise sidewalk snow removal.
  - \* C. Supervise the maintenance of landscaped areas throughout the City, including layout, planting, pruning, fertilization, and pest control.
  - D. Conduct soil testing and weed inspection.
- 3) Perform administrative duties.
  - \* A. Develop, monitor, and oversee budget.
  - \* B. Write, research, monitor and account for all grant funding.
  - \* C. Maintain required records for forestry related activities.
  - \* D. Evaluate programs and recommend improvements.
- 4) Direct assigned employees in the completion of their responsibilities.
  - \* A. Priorities, schedule, and assign work.
  - \* B. Effectively recommend the hire, transfer, promotion, suspension, or discharge of subordinate personnel.
  - \* C. Establish work standards and conduct employee evaluations.
  - \* D. Provide for training of employees in proper work methods and procedures, including pesticide application, pruning, planting, and irrigation.
  - \* E. Effectively recommend adjustments or other actions in employee grievances.
  - \* F. Delegate authority and responsibility to others as needed.
  - \* G. Disseminate instructions and information to employees through oral and written communications.
  - \* H. Inspect work sites on a periodic basis to insure compliance with proper methods, guidelines, and procedures.
  - \* I. Monitor crew accomplishments and provide periodic progress reports.

- 5) Act as liaison between the City Departments, Divisions, outside agencies, and the general public.
- \* A. Act as a liaison to other departments, divisions, outside agencies, and the general public in order to coordinate departmental operations, interpret departmental objectives, solicit input, respond to inquiries, requests, and complaints.
  - \* B. Represent the department at public meetings, community boards, and government commissions.
  - \* C. Provide expertise and technical assistance to other divisions, department, and agencies.
  - \* D. Coordinate volunteers for Arbor Day planting, trail maintenance, etc.
  - \* E. Coordinate job programs such as Sentence to Serve and Youth Services Corp.

### **JOB REQUIREMENTS**

1. Education and Experience:

- † A. Possession of a degree in forest management or a related field plus three years of verifiable experience in urban forestry or in a position with duties similar to those described above ; or
- † B. A combination of education and experience equivalent to five years in forest management or a related field.

2. Licenses:

- † A. Possession of a valid Minnesota Class "D" driver's license or privilege by the date of appointment and thereafter.
- B. Possession of a Pest Applicator's License.
- C. Possession of a Tree Inspector's License.
- D. Certification as an Arborist.
- E. Certification as a Playground Safety Inspector.

3. Knowledge:

- † A. Extensive knowledge of the policies, procedures, laws, and equipment used for park, trail, turf, and rink maintenance, and athletic field management.
- † B. Extensive knowledge of arboricultural practices and the policies, procedures, laws, and equipment use for urban and traditional forest maintenance, including: tree inventory procedures, pest control practices, silviculture, landscape architecture, and forest ecology.
- C. Extensive knowledge of horticultural practices, including: growing annuals, perennials, shrubs, roses, and ground cover, fertilization, pest control, and watering.
- † D. Extensive knowledge of tree nursery management practices, including: soil management, pest control, pruning, fertilization, transplanting, potting, watering, and mulching.
- † E. Knowledge of effective management and supervisory practices.
- F. Knowledge of public and private grant programs for applicable projects, such as trail maintenance and disaster relief.
- † G. Knowledge of traffic control laws, rules, and procedures.
- † H. Knowledge of applicable computer software programs, such as tree inventory programs.
- † I. Knowledge of soil sciences, including soil sample analysts.

4. Skills:

- † A. Skill in effectively communicating in oral and written forms for the purpose of providing and obtaining information.
- † B. Skill in writing grants and securing grant funds.
- † C. Skill in applying forest, park, tree nursery, and garden maintenance policies and procedures.
- † D. Skill in managing multiple projects at a time.

5. Abilities:

- † A. Ability to develop and monitor large budgets.
- † B. Ability to supervise staff.
- † C. Ability to operate a personal computer.
- † D. Ability to establish and maintain effective working relationships with public officials and the general public.
- † E. Ability to act as a team player.
- † F. Ability to transport oneself to, from, and around projects, programs, and public meeting sites.
- † G. Ability to maintain a regular work attendance.

\* Essential functions of the job

† Job requirements necessary on the first day of employment

HR:	Union: Supervisory	EEOC: Officials/Admin	CSB: 20020806	Class No: 1531
WC: 9102	Pay: 1080	EEOF: Natural Resources	CC: 20020909	Resolution: 02-0604R