



Job Title	City Forester	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	2	Job Code	17835

Class Specification – City Forester

Summary Statement:	
<p>The purpose of this position is to direct, manage, supervise, and coordinate the day-to-day activities and the long term goals and objectives of the Forestry Division within the Parks, Recreation and Cultural Services Department; administer the responsibilities and duties as assigned under City Code related to the urban forest; work jointly with other City departments, divisions, and groups to provide technical support related to forestry issues; along with extensive public interaction related to public trees and weeds in parks, and City rights-of-way and medians. This is all accomplished by directing the work of City staff; formulating and managing an annual budget with input from staff; development of goals and objectives, performance plans, and setting priorities for the division; administering tree health and hazardous conditions as set forth in City code; assessing current and impending insect and disease issues which threaten the urban forest, condemnation, and abatement of trees on public and private property which threaten public safety and the health of the urban forest; coordinate and administer competence testing for the "Tree Service Business License" through the City Clerk. Setting up and administering contracts to accomplish tree maintenance in parks and along public rights-of-way including; tree pruning, tree removal, stump removal, and spraying. Work with and provide professional and technical support to other City entities, such as; Traffic Engineering, Streets, Pikes Peak Rural Transportation Authority (PPRTA), Code Enforcement, Stormwater, Fire Department, and other departments for forestry and other tree related matters. Managing the weeds and vegetation on City native medians and rights-of-way through mowing, trimming, and spraying.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
35%	Manages assigned services and activities of the Forestry Division by overseeing the enforcement and compliance with City code related to the urban forest by administering tree healthcare programs including; insect and disease monitoring; mitigating hazardous situations; the "Tree Service Business License" program; and coordinates City Forestry response efforts to weather related emergencies and natural disasters. Manages, develops, and implements goals, objectives, policies and priorities for the Forestry Division; plans, directs, coordinates, and reviews the performance plans of staff; assigns work duties, projects, and programs to staff; reviews and evaluates staff work products, methods, and procedures; meets with staff to identify problems, concerns, and finds solutions; works with employees to correct deficiencies, and if necessary implement



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	disciplinary action or termination procedures; selects, trains, motivates, and evaluates assigned staff. Provides and/or coordinating staff training to maintain ISA Certification.
35%	Develops and administers the annual Forestry budget and grants by developing the forecast for funds needed for staffing, equipment, materials and supplies; monitoring and approving expenditures; and implementing adjustments throughout the year as needed. Coordinates with other City entities and staff on forestry related projects including fire mitigation on City parks property; code enforcement for violations and tree issues on private property and trees and weeds on City right-of-way; City Engineering for projects that impact City trees and landscaping projects on City ROWs; streets for projects effecting trees and assisting with trees in drainage ways; and parks staff for volunteer projects in City parks related to trees.
30%	Participates and attends professional groups, boards, and committees; and citizen contact and public relations.

Competencies Required:
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in park and forestry management, natural resource conservation, or a related field.

Experience: Five years of full-time responsible forestry program experience including two years of administrative and supervisory responsibility.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

ISA Certified Arborist	Within 12 months of start date
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Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:

Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Supervision Received:

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:

This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures. Is authorized to approve fiscal/budgeted expenditures up to the amount that requires the approval of Senior Management.

Physical Demands:

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.



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Environmental Conditions	Frequency
Primary Work Environment	Outdoors
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Several Times per Month
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Truck, hand pruning tools including hand saw, loppers, pole saw, chainsaw, laptop with remote desktop connection, office computer, phone, radio, fax, hard hat, safety gloves, protective eyewear, and earplugs.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: August 2014