

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Forest Conservation Inspector GRADE: 28 DATE: 2/23/2021
SERIES: Planning CODE: 2263 EEO: Professional FLSA: Exempt

Class Definition:

Under direction, leads professional forest conservation work requiring considerable complexity, responsibility and technical expertise to ensure inspections are conducted to confirm developers are in compliance with approved forest conservation plans, trees save plans, subdivisions and site plans. Reviews and approves exemptions from submitting forest conservation plans and tree save plans, amendments to forest conservation plans, plans resulting from enforcement actions and proposed planting. Authorizes the release of financial securities held to ensure compliance with approved planting plans; ensures inspection notes and logs are maintained. Reviews responses to complaints and violations and approves cost estimates submitted by developers to implement approved plans. Recommends Planning Board actions and presents plans to the Planning Board. Coordinates meetings with legal counsel to review enforcement cases and actively participates in violation hearings. As a lead worker, plans, directs and coordinates work as part of a work team or group. Provides technical guidance and expertise to other staff working on team. On a regularly occurring basis, the work has a direct impact on forest conservation planning programs including high profile or high stakes matters. Work may be highly confidential or highly sensitive. Applies considerable knowledge of, and skill in, the principles and concepts of planning, landscape architecture, zoning and environmental science, arboriculture, and planning regulations and processes. Independently performs various types of research and analyses and solves difficult, complex and challenging problems. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise and obtain agreement, gain compliance or achieve other desired actions. Performs other duties, as assigned.

Work is assigned in terms of ongoing functions, priorities, requirements of specific assignments, known or suspected problems. Independently leads, plans and carries out the work in conformance with established arboriculture best practices, policies and procedures. The incumbent resolves commonly encountered problems by selecting and applying, or implementing and adjusting, the applicable guidelines; keeps the supervisor informed and seeks assistance only for complex or sensitive matters. Work is expected to meet objectives effectively – the incumbent is held responsible for results; work is evaluated in terms of effectiveness in meeting objectives, quality, quantity, timeliness, teamwork, customer service and such other factors as use of skill and ingenuity in overcoming technical and non-technical problems..

Examples of Important Duties (Estimated Percentages):

1. Core Functions (±75%)

- Leads, plans, directs, and coordinates inspection schedule; troubleshoots problems and works toward achieving creative and equitable resolutions. Reviews and coordinates with team members to ensure consistency.
- Conducts inspections of active construction sites according to forest conservation plans and tree save plans. Ensures inspections are performed of planting stock before planting, after trees are installed and according to the statutory requirements concerning maintenance and management period on planted trees. Authorizes the release of financial securities held to ensure compliance with approved plans for planting.

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- Conducts periodic inspections of conservation easements to ensure property owners comply with terms of easement. Reviews and approves property owner's requests for exemptions from submitting forest conservation plans and approves associated tree save plans.
 - Reviews developers tree save plans in the field and modifies them as conditions warrant before land disturbance begins for new development; meets with developers to review proposed plantings.
 - Ensures accurate inspection notes and logs are maintained for all inspections and reviews.
 - Coordinates meetings with legal counsel from Commission's General Counsel Office to review enforcement cases and when necessary to prepare for violation hearings.
 - Reviews responses to complaints and issues notices of violations and civil administration citations for individuals that fail to comply with County Forestry Conservation Laws, approved forest conservation plans and terms of conservation easements. Orders alleged violators to correct problems, submits plans to comply with forest conservation laws or submits amendments to the previously approved plans.
 - Reviews and approves cost estimates that developers must put aside as financial security for implementing the planting requirements of a forest conservation plan or installing site plan amenities.
 - Coordinates with other County agencies for the inspection and enforcement of site plans and the review and release of site plan financial securities.
2. Other (±15%)
- Responds to general inquiries from citizens, developers, engineers, architects, and attorneys concerning development, actions of the Planning Board, forest conservation regulations; develops a variety of correspondence, agreements, letters and electronic communication.
 - Manages contractors to create new forests on public or private land with money obtained when developer is unable to meet their forest conservation planning requirements on property.
 - Reviews and recommends appropriate Planning Board action for forest conservation plan amendments that are in response to a violation. Reviews forest conservation plan amendments and presents recommendations to Planning Board.
 - Recommends changes to any legal, regulatory, or policy as necessary to the County's Forest Conservation laws and regulations to ensure compliance with the State's Forest Conservation Act.

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- Updates the Trees Technical manual or other documents as necessary.
- Communicates and interacts effectively with contacts. Establishes, maintains and enhances working relationships, including teamwork, with internal and external contacts. Actively listens to understand key information, including perspectives, concerns, wants and needs of stakeholders, in relation to administrative management matters; seeks to obtain agreement, gain compliance or achieve other desired results.
- Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning, scheduling, communicating, word processing, manipulating data, preparing presentations, reporting time and attendance, requisitioning, researching, and performing other functions.

Important Worker Characteristics:

A. Considerable knowledge of (1) the principles and concepts of planning, landscape architecture, forestry, zoning and environmental science; (2) arboriculture; (3) current literature and recent developments in forest conservation*; (4) County Forestry Conservation Laws*; (5) County, State and Federal codes, regulations and industry standards*; (6) county geography*; (7) community and economic development*; (8) planning regulations and processes; (9) County Zoning Ordinance*; (10) Commission organization, policies, and procedures*.

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Knowledge of, and skill in, assigning or reviewing tasks, setting the pace, and otherwise helping the supervisor by performing group leader work; or ability to rapidly acquire knowledge and skill set.
- C. Considerable skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in identifying subtle aspects of problems and making recommendations and decisions. Examples include solving problems involving many variables and developing recommendations and conclusions that can withstand legal scrutiny.
- D. Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand and, in some situations, agree, comply or take other actions. This includes skill in actively listening to ascertain key information, including perspectives, concerns, wants and needs of others, and in coordinating to obtain desired results including agreement or compliance. Examples include reading, understanding, and applying technical reports, correspondence, drawings, and plans to problems encountered.

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- E. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- F. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

Minimum Qualifications (MQs):

1. Bachelor's Degree in Planning, Forestry, Arboriculture, Environmental Science, or any related field.
2. Four (4) years of progressively responsible experience in forestry or arboriculture, that includes enforcement or assessment of tree health.
3. An equivalent combination of education and experience may be substituted, which together total eight (8) years.
4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.
5. Must be able to obtain and maintain Certified Arborist certification from the International Society of Arboriculture within one year of employment; and all other applicable certifications.

Working Conditions:

Majority of time is away from the office and incumbent must be able and willing to conduct inspections in all weather conditions and temperatures, which includes rain, snow or excessive heat. Incumbent will need to be able to walk over uneven surfaces, through areas of natural and woody vegetation, and active construction sites to complete inspection work. They will need to be able to exchange information with internal staff and the public. May be subject to various job demands such as high volume of work and tight deadlines.