

The Maryland-National Capital Park and Planning Commission

TITLE: Urban Forestry Program Supervisor

GRADE: 28

DATE: 1/8/2024

SERIES: Natural Science

CODE: 2393

EEO: Professional

FLSA: Exempt

Class Definition:

Under direction, manages a diverse and comprehensive arboriculture/urban forestry program on a County-wide basis. Provides oversight of urban forestry programs and technical assistance and consulting for park planning and development projects. Monitors work program. Provides direction to subordinate staff regarding planning, developing, implementing and evaluating a comprehensive arboriculture/urban forestry program. Manages budget, monitors and controls expenditures; performs full supervision for two or more career employees. Keeps unit staff informed of appropriate policies and procedures and establishes work program goals and objectives. Sets standards and enforces work rules; plans, schedules, assigns and reviews the work of the unit. Identifies, conducts, and coordinates training for staff. Provides reviews, comments and advice to park managers, project coordinators and construction managers on issues pertaining to arboriculture/urban forestry. Supervises specialists engaged in inspection, tree care, cultivation, green waste management, and maintenance programs that ensure public safety and the health, vigor, and beauty of trees. Contacts are with staff, County Council, vendors, park constituents, and the public. Ensures work is carried out in accordance with standard arboriculture/urban forestry policies and procedures. Some work is highly confidential or highly sensitive. Work (as supervisor) results in provision of important urban forestry services for the program of assignment. Applies considerable knowledge of tree identification and taxonomy, arboriculture and urban forestry, park and business administration, budgeting, procurement and inventory management; regulatory compliance and industry standards including Maryland Occupational Safety and Health (MOSH), Occupational Safety and Health Administration (OSHA) and American National Standards Institute (ANSI), and International Society of Arboriculture tree assessment and care practices. Independently performs various types of research, data collection and analyses to difficult, highly complex and challenging problems. Performs various types of data, operational and supervisory analyses to ensure adequacy, accuracy and effectiveness in assigned functions. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise, obtain agreement or compliance, present, defend, convince or persuade and achieve other desired actions. Meets the FLSA standard for exemption as a supervisor. Performs other duties, as assigned.

Work is assigned in terms of functional responsibilities, goals, priorities, and resources. Incumbent plans and manages all unit work within this framework and is held accountable for provision of effective products and services including timely advice to senior management and achievement of Division goals. Incumbent is expected to keep the supervisor informed and to seek assistance only for unmanageable problems. Work is expected to be highly effective and is evaluated in terms of achievements, teamwork, customer service and other factors.

Examples of Important Duties (Estimated Percentages):

1. Unit Management/Staff Supervision (±40%)

- Manages complex County-wide arboriculture/urban forestry programs and projects ensuring performance, quality, and maintenance. Keeps unit staff informed of Commission policies and procedures and establishes work program goals and objectives.

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Sets work standards and enforces work rules; plans, schedules, assigns and reviews the work of the unit. Provides input for, recommends and administers approved unit budgets (controls expenditures); manages unit staff and other personnel in support of programmatic objectives and operational requirements. Monitors work operations; ensures oversight of the work by consultants and contractors. Provides a wide range of direction to subordinate staff regarding planning, developing, implementing and evaluating comprehensive arboriculture/urban forestry programs. Reviews and approves programs, projects and services; identifies, conducts and coordinates training for department staff.

- Performs a full range of supervisory human resource (HR) management functions, unit wide. Initiates or recommends official personnel actions such as recruitment, selection and transfer; selects or helps select staff; trains and develops staff or ensures staff training and development; mentors and coaches; counsels or disciplines; approves or disapproves leave; ensures adherence to equal employment opportunity (EEO) requirements and pertinent Commission policies and procedures; establishes and communicates objectives and expectations and evaluates performance.

2. Quality Assurance/Quality Control Related ($\pm 50\%$)

- Provides oversight of the green waste recycling program, tree inspection and tree maintenance programs.
- Oversees technical assistance and arboricultural consulting to park planning and development projects and outside requests for construction permits. Ensures participation on project teams during planning, development, and construction phases. Performs on-site inspections utilizing specialized tools and equipment (e.g., resistance drill, mallets, air spade) and Commission vehicles. Provides reviews, comments and expert advice to park managers, project coordinators and construction managers in areas of arboriculture/urban forestry (i.e., recommends appropriate site measures including tree preservation methods, fire suppression, storm water management, National Pollutant Discharge Elimination System (NPDES) and erosion and sediment control).
- Manages studies and prepares operation reports; such as selecting best plants to control pests and developing standards for plant care and maintenance.
- Oversees work orders are entered into the work order management system (e.g., Enterprise Asset Management) or tree inventory system (e.g., Treekeeper) accurately (i.e., inspection date, job assignment, priority level, number of trees removed, staff and supplies utilized). Sets benchmarks and performance standards for work of staff. Manages tree inventory system to provide informed decisions on tree planting, maintenance and care. Assesses inventory to improve species diversity, manage the resource effectively and ensure climate change mitigation to improve environmental, economic and social equity on parkland.

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- Manages unit's budget and prepares annual budget requests for areas of responsibility; monitors and controls expenditures. Approves purchases of supplies and materials. Reviews product catalogs and meets with vendors to obtain price quotes and prepare purchase requests. Prepares requests for proposals, bid specifications, and approves work of contractors for payment.
- Presents information to public, citizen groups, community organizations, employees, and special interest groups to educate about composting, horticulture or other related information. Represents the Commission in court testifying as an expert witness.
- Prepares documentation, records, reports and other correspondence (i.e., reviews and approves records of revenues and expenditures, timecards, inventories of supplies and equipment, accidents/injuries, memoranda, activity reports).
- Oversees inventory of real property, fleet vehicles, equipment, tools, supplies and materials pertinent to areas of responsibility; as well as Commission safety and legal compliance. Ensures staff are trained in the safe use of tools and equipment.

3. Other Duties (\pm 10%)

- Coordinates and facilitates special programs and events and monitors programs costs (staff and materials).
- Ensures and maintains knowledge of new arboricultural and urban forestry methods, equipment and technology. Reviews technical literature, attends professional seminars and conferences, and exchanges professional information with others.
- Oversees participation in interagency committees for the purpose of coordinating and developing programs, resolving problems of mutual interest, or exchanging information; as well as responses, investigations, and resolutions to inquiries and complaints involving highly sensitive issues and problems.

Important Worker Characteristics:

- A. Considerable knowledge of (1) tree identification and taxonomy; (2) arboriculture and urban forestry; (3) park/business administration*; (4) regulatory compliance and industry standards including Maryland Occupational Safety and Health (MOSH), Occupational Safety and Health Administration (OSHA) and American National Standards Institute (ANSI); (5) International Society of Arboriculture tree assessment and care practices; (6) budgeting; (7) procurement; and (8) Commission organization, policies and procedures*.

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

- B. Knowledge of, and skill in, (1) planning, assigning and reviewing work, (2) budgeting, using capital and managing resources to accomplish work, and (3) managing work and supervising employees at the first level of supervision, or ability to rapidly acquire this knowledge and

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skill set; this includes knowledge of, and skill in applying, HR management and EEO principles and practices.

- C. Considerable skill and ability to (1) solve complex problems; (2) analyze and evaluate data; (3) interpret and write technical reports and correspondence that involve arboricultural reports and recommendations for park planning/development studies and complex technical reports identifying tree cultivation processes and procedures; (4) organize work efficiently and effectively; (5) prepare and execute budgets; and (6) apply procurement practices to request purchases and bid specifications; and (7) perform cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED).
- D. Skill and ability to problem solve by selecting, organizing and logically processing relevant information (verbal, numerical or abstract). This includes skill in identifying subtle aspects of problems and developing solutions. Examples include reading maps, graphs, or data structures which identify current inventories of trees or potential sites for planting of trees; performing basic mathematic principles to prepare budget; and preparing operational/activity reports.
- E. Skill and ability to communicate and understand information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments and to express such information in writing so that others will understand and, at times, be convinced or persuaded. Examples include providing expert technical assistance and arboricultural consulting to park planning/development projects and outside requests for construction permits; and participates in interagency committees for the purpose of coordinating and developing programs, resolving problems of mutual interest, or exchanging information and responding to inquiries or complaints involving highly sensitive issues; and presenting educational information to public and special interest groups.
- F. 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 or a leader of a team.
- G. 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 Urban Forestry, Arboriculture, or any related field.
2. Four (4) years of progressively responsible forestry, arboriculture experience; that includes two years of supervisory experience.
3. An equivalent combination of education and experience may be substituted, which together total eight (8) years.
4. Certified Arborist by the International Society of Arboriculture.

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5. An appropriate Maryland Department of Agriculture Pesticide Applicator certification is required within 12 months of employment.
6. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's licenses 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 of their position.

Working Conditions:

Works in indoor and outdoor settings. May work weekends, evenings and holidays. On call 24 hours for emergencies. Some vehicle driving required. Work may require long periods of standing and walking, and recurring bending, stooping, reaching and similar activities. Work may also include frequent lifting of moderately heavy items weighing less than 49 pounds. Work involves exposure to weather, dirt, waste, odors, chemicals, pesticides, wildlife and insects. Work requires special safety precautions or protective clothing and equipment.