

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Urban Forester
SERIES: Natural Science

GRADE: I CODE: 4472
DATE: 8/3/05 FLSA: Exempt
EEOC: Professional

Class Definition

Under direction, applies advanced and thorough knowledge of arboriculture/urban forestry to develop and manage a diverse and comprehensive urban forestry program in the care of trees and forested areas on a countywide basis. Responsibilities include programs, projects, budget, and human resources administration. Supervises specialists engaged in inspection, tree care, cultivation, and maintenance programs that ensure public safety and the health, vigor, and beauty of trees. Provides expert technical assistance to managers, staff, and public and performs the full range of activities within areas of responsibility. Work is reviewed by management within the organization primarily for achievement of program objectives. Performs other duties as assigned.

Examples of Important Duties:

1. Manages countywide arboriculture/urban forestry program and projects applying advanced knowledge. Develops, recommends, and implements goals and objectives, standards for projects and programs ensuring performance, quality and maintenance.
2. Manages unit's budget and prepares annual budget requests for areas of responsibility. 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 oversees and approves the work of contractors.
3. Supervises staff. Oversees recruitment, retention, recognition, training, and evaluation of staff. Counsels staff on ways to improve performance. Plans, schedules, and assigns work. Initiates recognition and disciplinary actions. Approves time cards and leave requests.
4. Inspects, diagnoses, and determines appropriate treatment and protection for a wide variety of trees and other plants under work program. Identifies proper care and maintenance. Maintains inventory of trees located on Commission property including identification of historic and specimen trees.
5. Provides expert technical assistance and arboricultural consulting to park planning and development projects and outside requests for construction permits. Reviews and comments on projects. Leads or participates on project teams during planning, development, and construction phases. Performs on-site inspections. Provides reviews, comments, and expert advice to park managers, project coordinators, and construction managers in area of expertise.
6. Conducts studies to select best plants, control pests, develop standards for plant care and maintenance, and meet program objectives. Ensures best management practices are employed.

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Examples of Important Duties (continued)

7. Participates in interagency committees for the purpose of coordinating and developing programs, resolving problems of mutual interest, or exchanging information.
8. Responds to, investigates, and resolves inquiries and complaints involving highly sensitive issues and problems.
9. Coordinates and facilitates special programs and events. Allocates necessary resources (staff and budget) to achieve a successful program or event.
10. Conducts difficult research, analyzes and maintains data, and develops programs. Identifies trends and, as appropriate, incorporates into work program.
11. May represent the Commission in court testifying as an expert witness.
12. Makes presentations to public, citizen groups, community organizations, employees, and special interest groups.
13. Prepares documentation, records, reports, and other correspondence. Reviews and approves records of revenues and expenditures, time cards, inventories of supplies and equipment, accidents/injuries, memoranda, activity reports, etc. Prepares complex administrative, financial, and operational reports (e.g., memoranda, activity reports, etc.).
14. Maintains real property, fleet vehicles, equipment, tools, supplies and materials pertinent to areas of responsibility. Maintains safety and legal compliance. Ensures staff is trained on tools and equipment.
15. Maintains knowledge of and evaluates new arboricultural methods, equipment, and technology through review of technical literature, attendance at professional seminars and conferences, and informal exchanges of professional information.

Important Worker Characteristics

- A. Extensive knowledge of: (1) supervision; (2) taxonomy; (3) arboriculture and urban forestry; (4) pesticides/integrated pest management; (5) Commission activities, organization, policies, procedures*; (6) park/business administration; and (7) regulatory compliance including MOSH/OSHA regulations.
- B. Skill in the operation of: office equipment, including personal computer with applicable software; first aid and CPR*; and arboricultural tools and equipment customarily used in the performance of duties and responsibilities.

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Important Worker Characteristics (cont.)

- C. Ability to: (1) solve complex problems; (2) analyze and evaluate data; (3) calculate fractions, decimals, and percentages; (4) interpret technical reports and correspondence; (5) read and write technical reports and correspondence; (6) effectively communicate and deliver presentations to various audiences; (7) organize work efficiently and effectively; and (8) provide courteous service.

*May be developed after employment in this job class.

Minimum Qualifications

1. Bachelor's degree in urban forestry, arboriculture, or related disciplines; or four years of progressively responsible experience in one area; and
2. Four years of progressively responsible professional forestry, arboriculture experience; that includes two years of supervisory experience; or
3. An equivalent combination of education and experience.
4. Certified Arborist by the International Society of Arboriculture.
5. An appropriate Maryland State Pesticide Applicator's Certificate is required within 6 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.
7. Pass Commission medical exam.

Working Conditions

Works indoor and outdoors. May work weekends, evenings, and holidays. On call 24 hours for emergencies. Exposed to weather, dirt, waste, odors, chemicals, pesticides, wildlife and insects.