

The Maryland-National Capital Park and Planning Commission

TITLE: Tree Climber/Maintenance Supervisor
SERIES: Building/Grounds Maintenance
Supervisor

GRADE: G CODE: 5630
DATE: 6/3/03
FLSA: Exempt
EEOC: Technicians

Class Definition

Under direction, supervises tree crews in performing skilled and semi-skilled manual tree maintenance work involving considerable responsibility, complexity, and variety. Assigns work to crews, coordinates projects, and inspects work.

Work is characterized by the specialized knowledge of tree maintenance and care, and the ability to direct and supervise multiple crews on a county-wide basis. The employee supervises a wide range of duties and responsibilities, and coordinates staff and projects to accomplish goals and objectives. Provides 24-hour on-call service to respond to hazardous tree emergencies. Performs other duties as assigned.

Examples of Important Duties

1. Plans and supervises tree health, safety, care, and maintenance projects. Conducts regular inspections of parks and other Commission property to identify hazard diseased, dead, or unwanted trees and limbs which need removal or other treatment (e.g., pruning, fertilization). Checks Commission property lines to verify ownership of trees. Coordinates projects with other Commission units.
2. Establishes group goals and objectives. Plans work, establishes deadlines and priorities, evaluates work operations, provides technical expertise, and inspects completed work. Assures projects are on schedule and arranges for additional resources as necessary. Assigns crew to correct outstanding problems, or recommends action to supervisor. Ensures preventive measures are used when possible.
3. Supervises multiple crews and designated staff. Recruits, selects, trains, and evaluates staff. Establishes priorities, and plans and schedules work assignments. Estimates staff and equipment needed for each project or work order. Develops policies and procedures. Counsels staff on performance improvement. Initiates disciplinary action. Identifies training needs. Approves time cards and leave requests. Manages tree maintenance contract work.
4. Responds to inquiries concerning tree maintenance issues. Communicates with citizens to discuss Commission policies and procedures. Responds to requests for service based upon citizen phone calls and written requests, and addresses issues and answers questions.
5. Inventories tools and equipment. Establishes procedures for routine maintenance, repair, and security of tools, vehicles, and other equipment used by crews. Conducts routine safety inspections and provides maintenance and repairs. Maintains safety and legal compliance. Trains staff in use of specialized equipment and related technical practices.
6. Participates in budget formulation. Monitors and tracks expenditures in accordance with approved funds. Prepares purchase requisitions and check requests. Reviews catalogs and meets with vendors to identify equipment and supplies needed. Obtains bids and price quotes.

Examples of Important Duties (cont'd)

7. Conducts research for tree maintenance programs. Provides technical assistance to support presentations for community groups and others. Reviews technical literature. Maintains current knowledge of tree care maintenance standards and trends.
8. Maintains a variety of administrative records and correspondence such as Commission property maps, vehicle and maintenance logs, and time sheet data. Writes periodic administrative and operational reports (e.g., accident, injury, and equipment damage reports).

Important Worker Characteristics

Extensive knowledge of: (1) Commission organization, policies, and procedures; * (2) first aid; (3) Merit System rules and regulations; * (4) standards (e.g. OSHA, MOSH, and ANSI standards) and specialized equipment used in tree trimming and removal; (5) tree maintenance techniques and safety practices; and (6) local tree species and related diseases.

Skill in operation of: (1) appropriate office equipment, including personal computer with applicable software; (2) vehicles requiring CDL license; (3) two-way radio; and (4) equipment and tools used in tree maintenance activities.

Ability to: (1) apply principles to solve non-routine problems; (2) use simple arithmetic; (3) read technical reports and correspondence; (4) read maps; (5) write routine reports and correspondence; (6) communicate effectively; (7) establish and maintain positive working relationships with staff and the general public; (8) acquire CPR and first aid certification; (9) meet deadlines and organizational objectives; and (10) supervise multiple groups of employees.

*Developed primarily after employment in this job class.

Minimum Qualifications

1. High school diploma or GED, and
2. Four years of progressively responsible experience in tree maintenance/climbing, including one year in a lead or supervisory capacity; or
3. An equivalent combination of education and experience.
4. Possession of a Commercial Driver's License (CDL) with appropriate endorsements at time of employment.

Working Conditions

Indoor/outdoor. Exposure to varied weather conditions. On call 24 hours.