CITY FORESTER

POSITION SUMMARY

Responsible for the oversight of the operation and maintenance of the city's Forestry division. Performs administrative support, management and technical work in grounds maintenance, care of trees, shrubs and other plant materials on City and Park District properties. Works with City Forestry Committee to develop and implement goals and objectives for forestry program according to the community needs.

RESPONSIBILITIES

Essential Duties:

- Oversees forestry, landscape and grounds maintenance activities on City properties and right of ways.
- Develops objectives, policies, and procedures for maintenance of Urban Forestry within the general scope of Public Works Department goals and plans.
- Assigns daily work of Forestry personnel and monitors performance.
- Assists with personnel issues such as hiring, training, performance reviews, and discipline.
- Instructs and trains Forestry staff on planting, pruning, disease detection and treatment of trees.
- Assists in preparing bid specifications; soliciting quotations from vendors; approving purchases; ensuring purchases meet departmental specifications and requirements.
- Works with City Forestry Committee to develop City Forestry Programs. Prepares program and project proposals for City Forestry Committee.
- Inspects trees and shrubs for disease infestation and other structural defects. Recommends and/or conducts treatment, pruning and removal of public trees when necessary.
- Represents the City and Park & Recreation District regarding forestry program.
- Investigates complaints regarding hazardous private trees and enforces removal as necessary.
- Reviews and oversees landscape and planting plans for City properties.
- Plans and conducts community workshops on forestry and horticulture subjects.
- Enforces Forestry ordinances. Recommends amendments to City Forestry ordinances as necessary. Issues permits for tree planting and removal.
- Tasks are multiple and diverse with some interrelationship across processes. Handles some unrelated functions.
- Oversees and monitors the, maintenance, and repair of assigned facilities, vehicles, tools, machinery and equipment.
- Assists with Forestry budget development and monitors expenditure activity.
- Assesses and recommends capital replacement needs.
- Assists other Public Works Divisions as required
- Other duties of similar nature as assigned.

CITY FORESTER

Knowledge, Skills and Abilities:

- Knowledge of urban forestry and arboricultural principles and practices as applied to planting, care and maintenance of trees;
- Knowledge of horticultural practices and design principles;
- Ability to use and care for tools and equipment used in tree care and maintenance and landscaping projects;
- Knowledge of tree diseases, infestations and corrective treatment;
- Knowledge of tree species and ability to identify trees and shrubs growing in our area;
- Ability to diagnose tree and shrub problems and diseases and proper care procedures;
- Ability to plan, organize, lead and evaluate the work of personnel;
- Skills in public speaking;
- Ability to use hand and power tools:
- Ability to maintain files and records;
- Ability to exercise independent judgement in day-to-day operations;
- Ability to use a variety of office equipment and related applications;
- Skilled in communicating effectively orally and in writing;
- Knowledge and ability to maintain weed control and grounds maintenance;

SKILLS

Education and Experience:

- Associates Degree in Urban Forestry or closely related field; Bachelor's degree preferred.
- Three years of increasingly responsible experience in Urban Forestry, and Grounds Maintenance or related field.
- Or the equivalent combination of education and experience sufficient to successfully perform the essential duties of this position.

Special Requirements (required at hire):

- Valid Driver's License
- North Dakota Class A Commercial Driver's License with tanker and air brake endorsements – restriction 7 (not authorized for tractor-trailer) is acceptable – (required within 6 months of hire);
- NDSC Lift Truck Certification
- Aerial Lift Certification

Environment:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, feeling, talking, hearing and seeing.
- Work involves heavy physical effort and exertion of various kinds with frequent exposure to unpleasant elements, such as loud noises, dirt, extreme temperatures, chemicals, fumes, gases, dust, smoke, etc.
- Movement may be restrained or confined.
- Hazards or the risk of injury are generally protected against and predictable.

CITY FORESTER

Pay Grade: Grade 17 (PW-17)
FLSA Status: Non-Exempt
City Commission Approved: 1/21/2025
Revised Date: by Operations Manager Dave Clem, HR Nameniuk 12/16/2021; 12/21/2023 – Changed grade level per commission approval of wage study and 2024 budget SN, 1/13/25 Reclassify from Grade 15 to 17 adding in supervisory duties and aligning with other PW Supervisor positions; by PW Director Praus, HR Nameniuk. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.