

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Forester	<b>BAND/LEVEL:</b>	Mgmt II
<b>DEPARTMENT:</b>	Parks Services	<b>JOB NO:</b>	3950
<b>DIVISION:</b>	Parks and Forestry	<b>DATE:</b>	1/13/2016
<b>REPORTS TO:</b>	Director, Parks Services	<b>FLSA STATUS:</b>	EX
<b>FULL-TIME:</b> X	<b>PART-TIME:</b>	<b>TEMPORARY:</b>	<b>COST CENTER:</b> 512

**REPLACES:** Forester

**DATE:** 6/13/10

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### **JOB SUMMARY STATEMENT:**

Plans, organizes, coordinates and supervises planting, maintenance and care of trees, shrubs, and flowers throughout the City. Assists in emergency operations, including snow removal.

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### **DUTIES AND RESPONSIBILITIES:**

1. Schedules, plans, supervises, participates in, and evaluates installation of landscaping and plant materials throughout the City. Schedules crews and equipment, establishes workload, and provides training and technical assistance to crews. Plans and monitors contractual work, review work in progress and resolves problems.
2. Coordinates and oversees tree-trimming and removal operations. Responds to citizen requests, inspects and evaluates trees and areas to be trimmed or removed. Determines equipment and personnel necessary for work. Assists other departments, coordinates and monitors contracted work. Monitors work-in-progress and resolves problems. Assists and coordinates storm damage or emergency trimming. Assists other departments with tree-related concerns.
3. Provides information, advice, and assistance to City Employees, Council members and general public on forestry operations and horticultural concerns. Collects, creates and distributes written information, handles complaints, resolving problems and answering questions. Involves telephone and personal contact with citizens, governing body and other City personnel.
4. Provides staff support for Legacy of Greenery and other committees. Attends meetings and special events, assists members through coordinating, investigating and reporting on Committee concerns. Maintains records and files for committee.
5. Coordinates special events and activities for City such as Arbor Day, Firewood/Woodchip sales and Tree City USA. Prepares press releases, maintains contact with other officials and organizations, arranges sites and date of event, completes reports and necessary paperwork.
6. Interviews applicants, hires employees, conducts performance appraisals, prepares work agreements, develops and conducts training, recommends salary adjustments and promotions and handles disciplinary matters of subordinates.
7. Purchases and inspects plant materials, equipment, and tools. Prepares specifications, receives and reviews bids and quotes. Inspects materials and equipment upon arrival for defects, quantities, etc. Coordinates and monitors computer vehicle replacement program. Assists with minor tool and equipment trouble-shooting and repair.
8. Plans and designs landscape areas in parks and throughout City. Prepares, receives, and reviews landscape plans and drawings. Visits sites and prepares areas for installation, including utility locations, spacing and layout. Monitors, evaluates and adjusts design as needed. Researches materials and tools needed for specific landscape jobs.
9. Inspects planting material for insects, disease, vandalism, value, damage, etc. Determines corrective action. Responds to phone calls and requests. Analyzes problems via on-site inspections. Advises citizens or appropriate agency on recommendations. Initiates action by City crews, if necessary. Follow-up with comprehensive reports.
10. Prepares and maintains numerous records on planting activities, trimming, spraying, and vegetation removal. Prepares annual reports covering forestry operations.

11. Assists in budget process for Parks & Forestry Division. Prepares annual work plans, researches cost estimates for equipment, tools and plant materials. Prepares invoices, bids and quotes for purchasing. Assist in vendor and contractor selection.
12. Assists in emergency operations, including snow removal.
13. Directs Division in absence of the Director. Attends various staff meetings.
14. Keeps abreast of current and updated methods, techniques and procedures used in urban forestry operations. Attends training seminars, pursues and obtains appropriate certifications. Reads and reviews industry journals.
15. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
16. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

## **GENERAL QUALIFICATIONS**

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

ISA or KAA Certified Arborist. Bachelor's degree in urban forestry, horticulture or related field or additional equivalent experience. Obtain a valid Class A commercial driver's license with tanker and air brake endorsement within six months from date of hire. Must have and maintain an insurable driving record. Must have pesticide applicators license category 3A or be able to obtain within six months from date of hire.

### **EXPERIENCE:**

Three or four years of forestry and horticulture experience including landscape and tree maintenance experience, or an equivalent level of experience. Experience includes two years in a supervisory role.

### **SKILLS:**

1. Good oral and written communications skills
2. Basic math and accounting skills
3. Manual dexterity

### **MENTAL REQUIREMENTS:**

1. Ability to read and comprehend City, state and federal regulations
2. Ability to work on or supervise several projects at once
3. Ability to work under distracting conditions
4. Ability to prioritize work
5. Ability to read and understand landscape site plans
6. Ability to analyze safety situation
7. Ability to train and guide others
8. Diplomacy and judgement
9. Ability to assess situation and make recommendations

### **PHYSICAL REQUIREMENTS:**

1. Ability to make and receive phone calls
2. Ability to lift 50 pounds and transport 20 feet
3. Ability to travel and tour City facilities and parks in adverse conditions
4. Ability to traverse rough terrain
5. Exposure to extreme environmental conditions
6. Ability to operate power and hand tools
7. Ability to operate City vehicles and equipment
8. Ability to bend, lift, pull, push, walk for extended periods of time

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

- Direct - Park Attendant, Sr.
- Park Attendant II
- Park Attendant I
- Laborer I and II

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**