

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

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| Code: | C415 |
| FLSA: | E |
| WC: | 9410 |
| PG: | 509 |
| EEO: | 2 |

CLASSIFICATION TITLE: ARBORIST

Applications are accepted on-line only at www.roswellatwork.com/employment

PURPOSE OF CLASSIFICATION

The purpose of this classification is to interpret and enforce City tree preservation/protection ordinances through permit application and plan review, site inspections, and public education.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Interprets, explains, applies and ensures compliance with provisions of City ordinances pertaining to tree preservation, tree protection, and tree replacement; initiates any actions necessary to correct deviations or violations.

Reviews development plans and drawings, tree protection plans, and related documents in relation to tree preservation; verifies compliance of plans with tree preservation/protection ordinance; approves or disapproves tree plans as appropriate; discusses problem areas and corrective actions with applicants.

Conducts site inspections during all construction stages to ensure compliance with approved plans relating to tree protection and tree replacement; evaluates condition/health of trees; determines hazardous conditions involving trees; conducts compliance inspections of commercial properties one year after completion of construction.

Provides technical assistance and information to developers, landscapers, property owners, the public or others regarding tree preservation/protection guidelines, ordinances, plan reviews, procedures, documentation, or other issues; meets with clients at sites or in office; responds to questions and complaints; researches problems/complaints and initiates problem resolution.

Provides court testimony against persons cited for ordinance violations; offers expert witness testimony.

Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, and regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.

Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at community events.

Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.

Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents.

Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Forestry, Horticulture or closely related field; two (2) years of experience in urban forestry, tree preservation, or code compliance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Possession of an International Society of Arboriculture (ISA) Certification, or successfully obtain certification within one year following hire date. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Requires thorough knowledge of City, county, Atlanta Regional Commission, state and federal codes, ordinances and regulations pertaining to landscape design; tree identification, selection, installation, establishment, nutrition and fertilization; tree, soil, and water relations; and tree-care procedures including pruning, cabling, bracing and lightening protection. Must be able to diagnose tree diseases, identify harmful pests and insects, and monitor environmental impact; recognize tree hazards and recommend proper course of action; and learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, traffic hazards, bright/dim lights, or rude/irate customers.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.