

FORESTER

SUMMARY/PURPOSE

To manage Duluth's urban forest resources, improve the quality of life, the environment and the economic well-being of citizens and guests.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Develop, maintain and execute the urban forest management plan and the forest management program.
2. Coordinate the work activities of the forestry crew performing maintenance operations and work in conjunction, performing similar duties.
3. Coordinate the inspection, replacement, planting, fertilization, pruning and pest control for boulevard and park trees and trees within City forests.
4. Maintain tree inventory and hazard tree assessment for boulevard and park trees and trees within City forests.
5. Research, select and identify tree stock for planting.
6. Oversee disease control programs which includes detection, public notification, removal, injection, and conducting research to monitor changing conditions.
7. Assist with grant research and application process and ongoing monitoring.
8. Maintain required records for forestry related activities.
9. Maintain an adequate inventory of supplies and materials within assigned budget.
10. Evaluate forestry programs and recommend improvements.
11. Act as liaison to other departments, divisions, outside agencies and the general public in order to coordinate departmental operations, interpret departmental objectives, solicit input, respond to inquiries, request and complaints.
12. Provide expertise and technical assistance to other divisions, departments and agencies.
13. Represent the department at public meetings, community boards, and government commissions.
14. In collaboration with the supervisor, organize and direct the work activities of assigned team, determine work priorities, assignments and work schedules.
15. Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.
16. Train personnel in correct and safe operating procedures.
17. Communicate with employees using various and multiple means to keep them informed and knowledgeable.
18. Establish and maintain positive working relationships with the supervisor and employees by maintaining two-way communications, producing consistent results, advocating for the team when appropriate, and offering their expertise to improve processes, systems, and the organization.
19. Perform other related duties as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Possession of a degree in forest management or a related field plus three years of verifiable experience in urban forestry or in a position with duties similar to those described above; or
 - B. A combination of education and experience equivalent to five years in forest management or a related field.
2. License Requirements
 - A. Possession of a valid Minnesota Class "D" driver's license or privilege by the date of appointment and thereafter.

- B. Ability to obtain valid Class B CDL licensure within 6 months of hire.
 - C. Possession of a Pest Applicator's License preferred.
 - D. Possession of a Tree Inspector's License preferred.
 - E. Certification as an Arborist preferred.
3. Knowledge Requirements
- A. Extensive knowledge of arboricultural practices and the policies, procedures, laws and equipment used for urban and traditional forest maintenance, including tree inventory procedures, pest control practices, silviculture, landscape architecture and forest ecology.
 - B. Extensive knowledge of tree nursery management practices, including soil management, pest control, pruning, fertilization, transplanting, potting, watering and mulching.
 - C. Knowledge of traffic control laws, rules and procedures.
 - D. Knowledge of applicable computer software programs such as tree inventory programs.
 - E. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
- A. Skill in effectively communicating in oral and written forms for the purpose of providing and obtaining information.
 - B. Skill in applying forest, park tree nursery and garden maintenance policies and procedures.
 - C. Skill in managing multiple projects at a time.
5. Ability Requirements
- A. Ability to coordinate staff.
 - B. Ability to operate a personal computer.
 - C. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
 - D. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - E. Ability to maintain confidential information.
 - F. Ability to use good judgment in decision making.
 - G. Exhibits leadership qualities of dependability and accountability.
6. Physical Ability Requirements
- A. Ability to climb, balance, stoop, lift, push, pull, and carry.
 - B. Ability to occasionally lift and carry up to 50 pounds, and frequently lift and carry up to 25 pounds.
 - C. Ability to work in varying and adverse weather conditions.
 - D. Ability to transport oneself to, from, and around work sites of projects, tests, and other assignments.
 - E. Ability to attend work on a regular basis.

HR: MC	Union: Basic	EEOC:	CSB: 04/03/2018	Class No:
WC:	Pay: 34	EEOF:	CC:	Resolution: