



Filing Deadline: November 5, 2018

**City of Coeur d'Alene  
Equal Employment Opportunity  
Urban Forester**

**Description Summary:** The Urban Forester implements and coordinates the City's urban forestry program, including applying for and administering urban forestry-related grants to aid in sustaining the program. The position assists the public by providing information regarding City ordinances, tree selection, and tree care. The position is supervised by the Parks and Recreation Director, with considerable leeway granted for independent judgment and initiative. The position may direct seasonal or apprentice employees. The position requires an Associate's Degree or other advanced training in urban forestry, botany, biology or a related field. ISA Arborist and ISA Tree Risk Assessor certifications are required within one year of employment. Two years' experience in a related field is required. The position works in a public building and outdoor environment with exposure to adverse weather conditions. This position will be required to assist with office administration duties to include Cemetery, Park and Recreation divisions when there is a need for coverage.

**Wages & Benefits:** Starting wage is \$20.55 per hour, eligible for a five percent increase after 12-months of service with standard or above evaluations. Excellent benefits package available. Membership in Public Employee Retirement System of Idaho (State Retirement) is required.

**Essential Duties and Responsibilities:** *(illustrative only and may vary by assignment)*

- Performs inspection of public trees and determines solutions in emergency or situations that impact public health, welfare, or safety;
- Assists public with information requests and questions regarding City ordinances, tree selection, and tree care;
- Responds to and investigates reports of tree removal, destruction, or other actions impacting public trees to determine compliance with City ordinances;
- Observes work by private contractors and property owners to ensure compliance with permits and licensing;
- Issues and records permits to prune, plant, or remove trees, including follow-up inspections;
- Oversees pruning programs such as street overlays, Street Department partnership, volunteers in pruning programs, and school routes, signs, and related objectives;
- Performs residential street tree inspections, including issuing refunds;
- Registers and monitors licensed tree services including receiving and reviewing applications for licensing and determining, based on City ordinances, and initiates and executes sanctions for license suspension or revocation;
- Purchases trees and manages tree-planting projects by City staff and private contractors, including obtaining costs and bids, overseeing crews, contract compliance, and coordinating with adjacent property owners;
- Oversees contract work for any outside pruning or removal work; writes scope of work/request for estimates, solicits estimates from licensed tree services, oversees and inspects work, and submits invoices for payment;
- Reviews commercial and multi-family project plans for compliance with City street tree requirements and Grand Scale Tree requirements; attends site meetings, inspections and sign offs for Certificate of Occupancies; requirements;
- Coordinates activities of the Urban Forestry Committee including, but not limited to, identifying decision-making issues, agenda preparation, records and minutes, advising on technical issues, and representing the Committee to City staff and officials and the public;
- Applies for and administers grants;
- Coordinates donations, sponsorships, and volunteer work to further the program's objectives;
- Oversees annual Urban Forestry program budget and related tree fund accounts;
- Maintains data base of all public trees within the City;
- Coordinates and assists in long-range planning for City landscape projects, new parks and open space, including recommending tree species and settings and purchasing trees;

- Monitors Department planting, pruning, and removal activities to ensure compliance with program goals;
- Provides general staff support to Department by being the office backup to all divisions with the ability to execute all department procedures to include park permits, cemetery lot sales and recreation registration.
- Directs seasonal and apprentice employees and volunteer groups;
- Performs general public relations duties including, but not limited to, maintaining web site, developing educational material, making presentations, and coordinating special events;
- Responds to management's, supervisor's, co-workers' and citizens' questions and comments in a courteous, thorough and timely manner;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Maintains strict confidentiality of all matters;
- Assists other department and City employees as needed or requested;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

### **Classification Requirements:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

### **Knowledge of:**

- Tree identification, species, tree valuation, biology and related tree sciences;
- Arborist safety practices and procedures;
- Tree risk assessment and migration methods;
- Technical writing methods;
- Grant writing, application, and implementation methods and procedures;
- Tree measurement devices and use;
- Basic recordkeeping methods and objectives;
- Methods, techniques, and objectives of producing and disseminating public information;
- Employee and volunteer supervisory practices and objectives;
- Conflict resolution methods, techniques, and objectives;
- Basic methods, materials, tools, and standard practices of landscape maintenance and groundskeeping;
- Municipal budgeting and purchasing methods and techniques;
- Principles and practices of short- and long-range planning;
- Operation of personal computer and laptop and related software applications;
- Public sector, government, or related environment and operations, including general municipal management terminology, codes, acts, and regulations.

### **Skills and Ability to:**

- Perform the duties of the Urban Forester position;
- Direct seasonal employees and volunteers;
- Assist the public in a professional and courteous manner in stressful and emotional situations;
- Organize and schedule events;
- Operate a motor vehicle;
- Proficiently operate computers, software programs, such as Microsoft Word, Excel, PowerPoint, or similar office software to create documents and other materials, maintain information, and generate reports;
- Use English and speak clearly for understanding;
- Listen carefully to, understand, and effectively communicate through verbal, written, and electronic communication channels;
- Perform duties to supervisor's expectations;
- Follow verbal and written instructions;
- Work independently and exercise initiative, with general guidance and supervision;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

- Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

**Acceptable Experience and Training:**

- Associate's Degree or other advanced training in urban forestry, botany, biology or a related field is required;
- ISA Arborist certification required within one year of employment;
- ISA Tree Risk Assessor certification required within one year of employment;
- Driver's License is required;
- Two (2) years' experience in a related field is required; or
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

**Secondary Duties & Responsibilities:**

- Administers City's annual application for Tree City USA status;
- Performs other duties as assigned.

**Physical Duties & Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to manipulate and make adjustments to tools used in performing the essential functions of the classification, and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and, infrequently, up to 50 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person and by telephone and to discern safety warnings such as alarms and emergency warning sounds. While performing the duties of this classification, the employee works in a public building and outdoor setting where the noise level in the work environment is usually moderate and that includes exposure to inclement weather.

**Application Procedure:** Applicants meeting the qualification requirements are invited to submit a complete City of Coeur d'Alene Employment Application to the Human Resources Office, City Hall, 710 Mullan, Coeur d'Alene, ID 83814. Application deadline is **Monday, November 5, 2018**. Applications will be screened, and those applicants with the most appropriate qualifications will be invited for further testing. If you would like to request a reasonable accommodation for the recruitment process due to a disability, please provide a written request and submit with your City of Coeur d'Alene application.

*The City of Coeur d'Alene is committed to providing equal employment opportunity for all persons without regard to race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status.*