

**CITY OF FORT WAYNE JOB POSTING**

**Applicants must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>High Ranger Operator</b>	Department:	Parks & Recreation
Requisition Number:	2017201		
Hours:	7:00 a.m. – 3:00 p.m., may vary	Rate of Pay:	\$20.2670 per hour
Date Posted Up:	12/11/17	Date Posted Down:	Until filled
Time Up:	8:00 a.m.	Time Down:	

**SUMMARY**

The employee in this position performs all aspects of tree maintenance and responds to emergency situations involving City trees; and performs a variety of technical tasks relative to assigned areas of responsibility. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and be experienced and competent in the operation of all assigned equipment. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative samples of the knowledge, skill, and/or ability required. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

**OPERATIONS/JUDGEMENT**

- Trims, removes, and cables trees in parks and street tree right-of-way;
- Uses a rope and saddle to perform aerial tree maintenance, as needed;
- Performs work under general supervision. Deviates from instructions and makes decisions and judgments affecting the safety, quality and adequacy of the job;
- Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards, specifications, and safety guidelines;
- Estimates time, materials, and equipment required for jobs assigned;
- Identifies the varieties of trees and determines how each is uniquely pruned or removed;
- Works overtime as required for storm response or other emergency related tree issues; Late night or early morning hours are common to this requirement and to these situations;
- Maintains accurate reports of daily work;
- Assists in planting trees as needed;

**EQUIPMENT MANAGEMENT**

- Operates all equipment related to tree maintenance;
- Maintains pertinent tree maintenance equipment in safe operating condition and keeps work areas in a clean and orderly condition;
- Cleans, sharpens, and lubricates power equipment;
- Cleans assigned areas of work and equipment;
- Cares, operations, and maintenance of a variety of mechanical equipment and power tools used in the area of work assigned;

## **COMMUNICATIONS**

- Directs and trains the work of staff assigned to assist in tree trimming and clean-up of work sites, and the set up and use of equipment;
- Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

## **MARGINAL FUNCTIONS**

Other duties may be assigned as necessary.

## **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

## **SUPERVISORY RESPONSIBILITIES**

Incumbent is a member of a crew mix that varies from five (5) to fifteen (15) full-time and seasonal employees in the Forestry Division of the Parks Department. Carries out responsibilities in accordance with the City of Fort Wayne and Park Department policies and applicable laws. Responsibilities include training employees; assigning, and directing workers; addressing complaints and resolving problems.

## **QUALIFICATIONS**

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

- High school diploma or general education degree (GED)
- Three (3) years (36 months) of cumulative and increasingly responsible working experience in tree trimming, removal, and pruning;
- Two (2) years of continuous experience as a Bucket Operator;
- Knowledge of all facets of tree maintenance;
- Must demonstrate the ability to use a rope and saddle to perform aerial tree maintenance;
- Experience in the Aerial bucket operation;
- Experience in tree structure and growth patterns;
- Knows geographic street locations in Fort Wayne;
- Has a practical working knowledge of: Operations, services, and activities of a tree trimming, removal, and pruning program; Methods and techniques of tree trimming, removal, planting and pruning;
- Knowledgeable of occupational hazards and standard safety practices necessary in the area of work assigned.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to customers or employees of the Parks and Recreation Department.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.

**REASONING ABILITY**

Ability to interpret a variety of instructions furnished in written, oral or schedule form. Must have practical knowledge of tools, machinery, equipment, variety of trees, pruning and tree removal.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Indiana Driver's License and has current CDL A permit with valid CDL physical and the ability to obtain an actual CDL A license w/air brakes, endorsement within 90 days of hire (this will be at the individual's expense). Upon receipt of Indiana Commercial Driver's License (CDL), Class A individual must be able to maintain CDL certification.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee frequently is required to pull, push, crouch, or crawl. The employee must regularly lift and/or move up to 75 pounds and carry the weight a minimum of 50 feet. High manual dexterity required. Exposure to unfavorable health or safety conditions is frequent with daily physical demands involving major injury or loss of life.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee's working conditions are prolonged with frequent exposure to dust, pollen, extreme temperatures, or severe outdoor conditions. The noise level in the work environment is usually loud.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.