

## CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	<b>Supervisor V – Forestry</b>	Department:	Parks & Recreation
Requisition Number:	2018096		
Hours:	40 hours per week, varies	Rate of Pay:	\$58,038.09 Annually
Date Posted Up:	3/5/18	Date Posted Down:	3/19/18
Time Up:	8:00 a.m.	Time Down:	5:00 p.m.

### SUMMARY

Working under the direction of the Superintendent of Forestry Operations, incumbent is responsible for direction and coordination for the field operations for the Forestry Division. The incumbent supervises the activities of the forestry staff, both regular and seasonal. This work includes development and implementation of in-service training programs; and development and coordination of projects related to urban forest maintenance operations. The incumbent also directs and monitors tree protection requirements for construction activities impacting trees in the parks and right-of-way; provides public information services; and planning, outlining, and coordination for short and long-term coordinated projects. The incumbent is responsible for exercising independent judgement and discretion in scheduling and monitoring daily work; overseeing hiring of seasonal staff, and related personnel activities. 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.

- Sets cyclical pruning goals, determines priorities, and communicates assignments to clerical, forestry, and seasonal staff;
- Processes all customer service requests; Communicates inspection findings and remediation plans when necessary;
- Inspects trees located in parks and rights of way for health and safety; schedules maintenance and removal as needed;
- Ensures an efficient and effective operation to meet departmental goals;
- Responds to and coordinates departmental response for emergencies involving trees 24 hours/day;
- Coordinates hiring, evaluation, discipline, and training of staff; participates with Superintendent of Forestry Operations in disciplinary procedures; schedules and approves leave time of subordinate staff;
- Inspects and evaluates the work completed by subordinate staff;
- Assists in planning and scheduling tree planting within the public right of way; manages and coordinates updates of tree inventory;
- Assists in preparing specifications for equipment;
- Verifies daily records prepared by subordinate staff; compiles and prepares weekly, monthly, annual, and special reports;
- Coordinates the field and classroom training in forestry operations safety standards for all new and current forestry employees;

- Develops and implements in-service arboriculture training for forestry staff to include both in-house and outside instructional resources;
- Represents Superintendent of Forestry Operations in meetings, public and interagency, as assigned;
- Assists Superintendent of Forestry Operations in preparing projections and justifications of personnel, equipment, and supply needs for budget development purposes;
- Provides presentations to the public, as assigned;
- Works in harmony with Superintendent of Forestry Operations, managers, and supervisory staff.

### **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**

Is responsible for the direction, coordination, and evaluation of the Forestry Division. Directly supervises multiple non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; 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**

- Associate's degree in urban forestry, forestry technician, natural resources or related field, at least two (2) years related forestry field experience; and one (1) year responsible supervisory experience of a larger staff in an organization at the level of foreperson or above;
- Or, Bachelor's degree in forestry, forest management, urban forestry, landscape architecture, horticulture, natural resources, or a related field. Additional years of responsible forestry experience can be substituted for the degree on a year for year basis, and one (1) year of responsible supervisory experience of a larger staff in an organization at the level of foreperson or above;
- In lieu of the above degree, six (6) years experience in the following would be accepted:
  - Correct methods, techniques, equipment, tools and materials used in planting/transplanting, pruning, removing, treating, fertilizing, and inspecting shade and ornamental trees and shrubs;
  - Managing tree-related insect and disease problems such as Dutch Elm disease, Oak Wilt, Gypsy Moth, etc., and proper control measures;
  - Proper safety precautions necessary to protect employees and property and awareness of occupational hazards of all phases of tree maintenance work;
  - Computers and the ability to use computer software applicable to the duties of the position;
  - Four (4) years experience in applying the following: Full range of supervisory principles and practices, labor relations and personnel management. Personnel and equipment utilization techniques and practices.

## **OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- Quality/customer focus management principles and practices;
- Basic office procedures, report writing and urban forestry tree inventory methodologies;
- Creation and administration of annual operations budgets.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Indiana Driver's License;
- License and Certification in Pesticide Application (#3-A Category);
- Certified Arborist.

## **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 frequently required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **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 is frequently exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and vibration. The employee is occasionally exposed to high, precarious places and risk of electrical shock. The noise level in the work environment is usually very 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.