

**City of
EDMONDS
Washington**

Urban Forester

Department:	Parks, Recreation & Cultural Services	Pay Grade	K
Bargaining Unit:	Teamsters	FLSA Status:	Non-Exempt
Revised Date:	January 29, 2019	Reports To:	Parks Maintenance Manager

POSITION PURPOSE: To develop, implement, and maintain the City's urban forestry plan, to develop and implement community education programs; to assist in coordination of public policies affected by urban forestry.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Responsible for the implementation of the City of Edmonds' Urban Forest Management Program (UFMP, including, but not limited to the following tasks. This position also performs Senior Parks Maintenance Worker duties and responsibilities

- Provide assistance to update the City's Street Tree Plan; provide Input on city code updates related to trees.
- Prepare information for dissemination to the public on trees.
- Inspect City trees (as needed and/or directed to fill in for City staff).
- Provide guidance/coordination on planting, care, or removal of public trees.
- Prepare and submit Tree City USA applications (annual).
- Plan for inventories of trees on City property and in the ROW.
- Manage phased inventories of City trees
- Keep records and data management for tree care and other tree information.
- Provide annual reporting to City Council on the City's tree-related activities.
- Review professional tree assessments/landscape plans that are submitted to the City (especially in conjunction with development, as needed)
- Assist with compliance and penalties for illegal tree-cutting.
- Coordinate and provide support for the interdepartmental Tree Team on the City's tree-related activities.
- Complete applications for and manage tree-related grants.
- Coordinate the Urban Forest Management Plan (UFMP) implementation
- Perform other tree-related activities (as needed and/or directed).
- Stay current on national tree issues and trends and best practices; represent Edmonds in the development of nationally accepted policies relating to urban forestry.
- Attend and participate in related professional groups and committees as directed. Perform related duties and responsibilities as required.

Required Knowledge of:

- Current urban forestry and design practices and principles.
- Principles and practices of urban forestry management planning.
- Basic budgeting and accounting practices.

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- Methods and techniques of effective technical report preparation and presentation.
- Principles and methods of community education.
- Tree appraisal techniques.
- Research methods and sources of information related to urban forestry.
- Recent developments, current literature and sources of information related to urban forestry.
- Pertinent Federal, State, and local laws, codes, regulations, and procedures.
- Personal computers and appropriate software and application programs.

Required Skill in:

- Performing maintenance work in the preparation and maintenance of trees, shrubs, general grounds and facilities.
- Using reference materials and manuals in the care and maintenance of trees.
- Utilizing pesticides and other sprays in a safe and effective manner.
- Operating a variety of hand and power tools and equipment used properly and safely.
- Observing and adhering to health and safety regulations.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Preparing and maintaining routine records, logs, and reports.
- Communicating effectively verbally and in writing and understanding written and verbal direction.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma/GED Certification and five to seven years of experience specifically with tree management.

Required Licenses or Certifications:

Arborist Certification from the International Society of Arboriculture

Valid State of Washington Driver's License

Other specialty certifications/licenses as required by state and federal law and/or OSHA and WAC regulations may be required within a specified period of time after hire.

Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and odors.
- Noise from equipment operation.
- Some office type work.

Physical Abilities:

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- Hearing, speaking and otherwise communicating to exchange information in person or on the phone.
- Operating a computer keyboard and other office equipment.
- Reading and understanding a variety of materials.
- Sitting, standing, walking or otherwise positioning oneself for extended periods of time.
- Ascending/descending ladders and working from heights.
- Lifting/carrying or otherwise moving or transporting up to 50 lbs.
- Reaching overhead, above shoulders and horizontally.
- Wearing proper personal protective equipment as required by department or City policy.
- Bending, kneeling or crouching, reaching overhead, above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.

Hazards:

- Exposure to insects and potential tree-dwelling animals and tree and plant pollens.
- Working around and with sometimes noisy machinery having moving parts.
- Exposure to chemical fumes and pesticides.
- Working at heights.
- Contact with dissatisfied and upset members of the public.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____