



CITY OF ALBANY/ALBANY MUNICIPAL SERVICES JPA
POSITION DESCRIPTION

URBAN FORESTRY/LANDSCAPE COORDINATOR

DESCRIPTION:

Under general supervision, plans, organizes and directs the City's urban forestry program; performs related work as assigned.

CLASS CHARACTERISTICS:

This is a single position classification.

Responsible for the overall implementation of a citywide urban forestry program including tree planting, maintenance and related landscaped areas, contract administration, enforcement of tree-related policies, and representation of City at public meetings.

SUPERVISION RECEIVED AND EXERCISED:

Exercises direct supervision over contractual and maintenance staff when performing tree/landscape maintenance. The position resides within the Public Works Department and reports to the Public Works Facilities & Maintenance Manger.

EXAMPLES OF TYPICAL JOB FUNCTIONS:

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Primary duties include, but are not limited to, the following:

1. Conduct tree planting, seek opportunities to enhance the City's tree planting program via grants, and coordinate community tree planting events.
2. Conduct tree pruning and maintenance in both residential and commercial areas.
3. Administer and enforce the City's tree removal policy and related ordinances.
4. Manage city contracts for tree pruning and tree removals.
5. Assist with preparation of urban forestry budget and oversee expenditures to ensure budget compliance.
6. Solicit proposals and monitor work for vegetation management at the Albany Waterfront Park.
7. Respond to tree maintenance issues in commercial zones, including maintenance of grates and tree wells.

8. Conduct tree inspections and prepare inspection reports.
9. Maintain an accurate tree inventory database.
10. Respond to any tree emergencies.
11. Oversee tree-related sidewalk repairs, including correspondence with property owners, tree root shaving or sidewalk re-alignments as necessary, and coordination with other staff.
12. Report to the City's Park & Recreation Commission regarding any tree removal applications, and provide tree inspection reports/ recommendations.
13. Help implement the City's policies for Integrated Pest Management (IPM).
14. Provide technical expertise for planning and building projects involving City trees.
15. Coordinate and cooperate closely with other City staff including Environmental Resources and Maintenance personnel.

QUALIFICATIONS:

Knowledge of:

- Essential elements of a comprehensive urban forestry program, preferably within local government.
- Current practices and procedures of maintaining an urban forest including tree planting, species selection, maintenance, and tree pruning.
- Tree protection measures for construction sites and other heavily traversed public areas.
- Bay Friendly Landscaping and Integrated Pest Management techniques.
- Methods and techniques of record keeping.
- Principles and practices of business computer applications (including word processing, spreadsheet and tree inventory database management systems).
- Principles and practices of budget administration. Basic principles of mathematics.
- Occupational hazards and standard safety procedures. Safety requirements for operation of trucks and other equipment.
- Applicable Federal, State, and local laws, codes and regulations.

Ability and Skills to:

- Communicate verbally and in writing; work effectively with the community and make presentations to public review bodies.
- Make sound decisions in a manner consistent with the essential job functions.
- Ability to read landscape plans, and familiarity with tree protection measures on construction sites.
- Analyze complex issues and develop and implement appropriate responses.

- Courteously respond to community issues, concerns and needs. Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Be computer literate in utilizing designated word processing, spreadsheet, and database management information systems accurately and effectively.
- Assist in development of the urban forestry program budget.
- Meet the physical requirements necessary to perform assigned duties including tree planting, young tree pruning, and associated tree maintenance duties in a safe and effective manner for self and others.
- Observe safety principles and work in a safe manner. Operate hand and power tools competently and safely.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would likely provide the required knowledge, abilities and skills is qualifying. A typical background that would likely provide the required knowledge, abilities and skills would consist of the following:

Experience: Five years of experience in the urban forestry field or related work, preferably within local government. Experience or certification in Integrated Pest Management and/or Bay Friendly Landscaping is desirable. One or more years experience as an inspecting arborist is desirable.

Education: Possession of a Bachelor’s Degree preferred, with coursework completed in landscape design, arboriculture, forestry, botany, and/or public administration.

LICENSES AND CERTIFICATIONS:

- ***Certification and License:*** Possession of a professional arborist certification. Possession of a valid California driver’s license.

PHYSICAL/SENSORY REQUIREMENTS:

Requires ability to stand, walk, climb or sit for prolonged periods of time and to operate motorized vehicles. Ability to lift and carry up to 75 lbs. Ability to bend, twist, and reach. Requires effective audio-visual discrimination and perception needed for: making observations, communicating with others, reading and writing, and operating assigned equipment and vehicles. Work in both office and field environments; travel from site to site; exposure to noise, dust, fumes; inclement weather conditions; work with computer and office equipment.

Updated: August 2015

Group: Albany Municipal Services JPA

Bargaining Group: Unrepresented

FLSA: Exempt

Probation: At will. Position serves at the pleasure of the City Manager