



CITY OF ALBANY URBAN FORESTRY COORDINATOR

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

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Works Manager or the Public Works Director. Urban Forestry Coordinator may exercise lead direction over contractors and maintenance staff when performing tree/landscape maintenance.

Class Characteristics

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

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right 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.

- Conducts tree planting and seeks opportunities to enhance the City's tree planting program via grants; coordinates community tree planting events.
- Conducts tree pruning and maintenance in both residential and commercial areas.
- Administers and enforces the City's tree removal policy and related ordinances.
- Manages city contracts for tree pruning and tree removals.
- Assists with preparation of the urban forestry budget and oversees expenditures to ensure budget compliance.
- Solicits proposals and monitors work for vegetation management at the Albany Waterfront Park.
- Responds to tree maintenance issues in commercial zones, including maintenance of grates and tree wells.
- Conducts tree inspections and prepares inspection reports.
- Maintains an accurate tree inventory database.
- Responds to any tree emergencies.
- Oversees and coordinates with other staff on tree-related sidewalk repairs, including correspondence with property owners, tree root shaving, or sidewalk re-alignments.
- Reports to the City's Park & Recreation Commission regarding any tree removal applications and provides tree inspection reports/recommendations.
- Helps implement the City's policies for Integrated Pest Management (IPM).
- Provides technical expertise for planning and building projects involving City trees.
- Coordinates and cooperates closely with other City staff including Environmental Resources and Maintenance personnel.
- Develops and implements Urban Forestry policies.
- Performs related duties as assigned.

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.
- Sustainability and ecological principles including implementation of drought tolerant plant species.
- 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 budget administration.
- Basic principles of mathematics.
- Occupational hazards and standard safety procedures, including safety requirements for the operation of trucks and other equipment.
- Applicable Federal, State, and local laws, codes, and regulations.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

- 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.
- 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.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

A Bachelor's Degree from an accredited college or university with major course work in landscape design, arboriculture, forestry, botany, public administration, or a related field, and five years experience in the urban forestry field or related work in a public agency setting. One or more years experience as an inspecting arborist is desirable.

Licenses and Certifications

Valid California Driver's License.

A Professional Arborist certification.

Experience or certification in Integrated Pest Management and/or Bay Friendly Landscaping is desirable.

Physical Demands

Must possess mobility to work in a standard office and field environment and use standard office equipment, including a computer; requires ability to stand, walk, climb or sit for prolonged periods of time and to operate motorized vehicles; to lift and carry up to 75 lbs.; to bend, twist, and reach. Positions in this classification require effective audio-visual discrimination and perception for: making observations, communicating with others, reading and writing, and operating assigned equipment and vehicles.

Environmental Elements

Employees work in an office environment and field environment, varied weather conditions, and exposure to noise, dust, and fumes. Employee may travel from site to site.