

From: Jill Johnson <jilljohnson@fs.fed.us>
Subject: **JOB: Arborist-Auditor, Casey Trees, Washington DC - due Feb 20**
Date: February 16, 2011 1:21:03 PM GMT-05:00
Bcc: duckmarc@msu.edu

Deadline: February 20, 2011

Casey Trees seeks an Arborist-Auditor to manage its tree planting efforts through the District of Columbia's Riversmart Homes environmental program.

Casey Trees is working in partnership with the District's Department of Environment on the implementation of the environmental initiative, RiverSmart Homes. District residents who enroll in the RiverSmart Homes program are eligible for a stormwater audit, where various river-friendly landscaping techniques are prescribed to reduce erosion and stormwater flows. DDOE refers homeowners interested in tree planting to the Casey Trees Arborist-Auditor who evaluates those homeowners' properties for tree planting opportunities. Eligible homeowners pay a \$50 co-pay for each tree they would like to be planted by Casey Trees. The Casey Trees Arborist-Auditor will coordinate all aspects of this tree planting effort.

PRIMARY RESPONSIBILITIES

- * Learn Casey Trees "Right Tree, Right Place" methodology.
- * Learn DDOE's stormwater auditing procedures.
- * Coordinate with DDOE personnel to receive audit results of qualified homeowners and review completed DDOE stormwater audits.
- * Schedule appointments with homeowners to visit property, advise on location and species of tree(s) to be planted and confirm and schedule tree planting.
- * Collect signed liability waiver, signed maintenance agreement and \$50 co-pays from homeowners.
- * Coordinate tree species list and tree planting scheduling with Urban Forestry Manager.
- * Work a flexible schedule including evenings and weekends as necessary to meet appointments with homeowners.
- * Track all tree plantings w/Tablet PC in GIS.
- * Perform follow up with all homeowners receiving trees.
- * Perform all documentation and reporting as required by DDOE.
- * Assist as schedule permits with all other aspects of field operations and logistics for tree planting and tree care programs including tree and materials deliveries, un/loading, delivering, site prep, planting, mulching, watering and pruning.
- * Other assignments and tasks as required in support of the year round activities of the Tree Planting Department and Casey Trees generally.

QUALIFICATIONS

- * Bachelor degree in arboriculture, horticulture, urban forestry, landscape architecture or related field, and two or more years of experience.
- * ISA certification preferred.
- * Valid driver's license, clean driving record, and familiarity and ability to navigate around DC a must.
- * Excellent communication, organizational and interpersonal skills.
- * Experience with residential landscape design and tree planting a must.
- * Experience with customer service, sales preferred.
- * Ability to manage multiple appointments and clients in a fast-paced non-profit environment.
- * An interest in and commitment to urban conservation and community forestry activities.
- * Proficiency with MS Office including Outlook and Excel required.

POSITION DURATION AND COMPENSATION

This is a grant-funded, term-limited, full time appointment starting on or after February 2011, through December 31st, 2011, with opportunity to extend. Annualized salary range \$35,000 - \$40,000, commensurate with experience, with full benefits and paid holidays. This position is funded through a grant with DDOE and paid for by the American Recovery and Reinvestment Act (ARRA).

TO APPLY

Please email the following items to the attention of Jim Woodworth, Director of Tree Planting, at jobs@caseytrees.org.

- * Letter of Interest
- * Resume
- * Available start date
- * Contact information for three references
- * Enter "Arborist Auditor" in the subject line of the email.
- * All applications must be received by February 20, 2011.