

CITY OF ELKHART – JOB DESCRIPTION

DEPARTMENT	Public Buildings & Grounds	POSITION	City Forester
DIVISION	Forestry	STATUS	Full-time
CATEGORY	Salaried	FLSA	Non-exempt
REPORTS TO	Public Buildings & Grounds Department Head	DATE	May 2011
JOB SUMMARY			
		Functions as head of the forestry division, responsible for the maintenance of street trees, City nursery, and trees on other City properties.	
PRINCIPAL DUTIES AND RESPONSIBILITIES			
		<ul style="list-style-type: none"> • Oversees and schedules subordinate personnel. Establishes work priorities. • Develops and implements departmental procedures. • Maintains and updates City tree inventory using databases, GIS, and GPS equipment. • Oversees landscaping projects on City properties. • Transplants trees, shrubs, and other plant material. • Operates equipment to maintain and transplant trees from City tree nursery. • Responds to inquiries from City residents concerning street trees and other forestry responsibilities. • Must be able to identify common trees and shrubs for inventory and work orders. • Must be available 24 hours a day seven (7) days a week to remove fallen trees and limbs from street and property. 	
OTHER DUTIES AND RESPONSIBILITIES			
		<ul style="list-style-type: none"> • May be assigned to plow snow. • May be assigned to assist in Public Buildings & Grounds. • Maintains equipment and tools. • Performs other duties as assigned and required. 	
EDUCATION AND EXPERIENCE			
		<ul style="list-style-type: none"> • Bachelor of Science in Forestry or closely related field. • Class “A” commercial driver’s license according to the Indiana Bureau of motor vehicles by end of probationary period. • International Society of Arboriculture Certified Arborist preferred. • Indiana Commercial Pesticide Applicator license for R-O-W or similar preferred. 	
KNOWLEDGE, SKILLS, AND ABILITIES			
		<ul style="list-style-type: none"> • Good verbal and written communication skills. • Ability to guide people and provide basic directions. • Ability to select and order materials, tools, and other supplies. • Knowledge of occupational hazards, safety precautions, and practices used in the tree care industry. • Knowledge of high voltage electrical power lines. 	
PHYSICAL, MENTAL, AND			
		<ul style="list-style-type: none"> • Solves practical problems with a variety of variables and limited standardization. 	

VISUAL SKILLS	<ul style="list-style-type: none"> • Ability to perform arithmetic calculations involving fractions, decimals, and percentages. • Ability to carry out detailed written and verbal instructions independently. • Good mechanical aptitude. • Ability to operate front-end loader, skid steer loader, brush chipper, stump grinder, axe, chain saws, hand saws, pruners, pole pruners, saws, and all other forestry related equipment. • Body agility is emphasized using feet, legs, hands, arms, and body. • Maintain body equilibrium to prevent falling, the amount of and kind of balancing exceeds that needed for ordinary maintenance of body equilibrium. • Vision requirements (with or without correction): clear vision at arm's length and distances up to 100 feet. Excellent depth perception and ability to observe up or down, to the right and left while eyes are fixed on a given point.
WORKING CONDITIONS	Works indoors and outdoors year-round. Temperature extremes are: summer 95+ degrees and winter -10 degrees. There is exposure to dirt, dust, snow, rain, and noise, equipment movement and vibrations, hazardous chemicals and electrical shock. Work is performed in a 40 hours per week.
DRUG TEST REQUIRED	The City of Elkhart is a Drug Free Workplace. Therefore, a post offer, pre-employment drug screen is required. Random drug testing may be conducted after employment.
POLICY STATEMENT	<ul style="list-style-type: none"> • The incumbent is required to possess the knowledge, skills, and abilities, and the physical, mental, and visual skills described in this job description to perform the principal duties, responsibilities and essential job functions. • This job description is intended to describe the general nature and level of work being performed by the incumbent. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job. • This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employee holding this position will be required to perform any other job-related duties as requested by the Mayor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

EMPLOYEE SIGNATURE

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract, and the above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described. Rather they are intended only to describe the general nature of the job.

EMPLOYEE _____ **DATE** _____

DEPT. HEAD APPROVAL _____ **DATE** _____

HUMAN RESOURCES MGR _____ **DATE** _____