CITY OF MISSOULA
POSITION VACANCY NOTICE

URBAN FORESTER

SALARY: $22.1582/HOUR

CLOSING DATE: May 24, 2011 before 5:00 p.m.

DEPARTMENT: Parks and Recreation Department

ACCOUNTABLE TO: Parks and Recreation Director

STATUS: Regular, full-time, exempt

Primary Objective of Position: Under general direction, manages the comprehensive Urban Forestry Program and the development and maintenance of public lands, including commuter trails and horticultural green spaces, and right-of-way medians in the City of Missoula.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Duties are generally performed in an office setting as well as traveling between work sites; may be required to access heights of up to 55 feet and to operate small and heavy equipment. Some duties are performed outdoors where exposure to inclement weather conditions is unavoidable. Incumbent may be required to make presentations to committees, boards and neighborhood councils.

Tasks:

Coordinate and direct the planning, development, administration and provision of urban forestry services, including tree and forest evaluation, disease prevention, tree maintenance and promotion of urban forestry information and ideas; develop goals and objectives for tree and flowerbed planting, pruning and maintenance of public lands, commuter trails and medians; prepare and manage forest and natural resource related consulting and construction contracts; participate in subdivision review in regards to proper landscape design and species composition.

Create and oversee the maintenance of an inventory of all trees in street rights-of-way and in City parks; order plant material; develop and implement ordinances, regulations, policies and procedures necessary for a healthy urban forest; develop and implement a comprehensive tree plan for the City including criteria for removing dangerous trees, enhancing the health of existing trees, enhancing the beauty of City streets, types of new trees to be encouraged for planting, and risk management policies for reducing liability from dead or dangerous trees.

Develop proposed operating and capital budget for division; approve and monitor spending, use of resources and overtime; establish and implement performance standards and benchmarks; develop staff work plans that meet benchmarks and support department strategic plans, goals and objectives; oversee and train staff in performing duties, such as assessing tree condition and health, tree trimming, hazardous tree removal and tree planting; planning, installation and maintenance of horticultural beds and green spaces; safety set up, maintenance and care of right-of-way medians; identify training needs, evaluate performance of assigned personnel, and work with employees to correct deficiencies and build strengths; develop safety procedures; prepare and submit workers compensation claims; handle complaints.

Coordinate urban forestry and related activities with other department supervisors and outside agencies to
facilitate efficient, effective, and professional departmental operations; assist with urban interface and conservation lands forestry management; represent the Parks & Recreation Department in presentations to, and general dealings with, citizens including media interviews on urban forestry and related programs and activities; prepare a variety of reports and planning documents; assist with strategic planning for department; develop requests for proposals; prepare and administer grants related to urban forestry and assigned public areas or programs; perform other duties as assigned.

**Knowledge, Skills and Other Characteristics:**

Knowledge of Montana Code Annotated and Missoula Municipal Code relating to trees and vegetation in the parks and rights-of-way;

Knowledge of Parks & Recreation Department policies and procedures;

Knowledge of the principles and practices of urban forestry, management, budgeting, planning, and administration;

Knowledge of the principles and practices of risk management, and employee supervision and training;

Knowledge of principles and practices of collective bargaining;

Knowledge of tree trimming and planting safety considerations and OSHA standards and guidelines;

Skill in managing the day-to-day operations of an urban forestry program;

Skill in managing the day-to-day operations of maintenance of a variety of parks, trails and public lands;

Skill in understanding and interpreting complex laws, regulations, policies, procedures, and guidelines;

Skill in supervising and training employees;

Skill in managing employees in a union environment;

Skill in planning, developing and implementing forestry resource, flowerbed, trail and median management plans, and educational events;

Skill in utilizing personal computers, including standard word processing, spreadsheet and database applications;

Skill in communicating, in person and in writing;

Skill in establishing and maintaining effective relationships with elected officials, local businesses, schools, community service organizations, city employees, and citizens.

**Qualifications:**

A bachelor's degree in urban forestry, recreation resource management or related field and three years of full-time urban forest management experience with at least two years of supervisory experience, OR five years full-time urban forest management experience with at least two years of supervisory experience. Certification with the International Society of Arboriculture, Montana commercial driver's license and pesticide applicator's license are required.

**Application Instructions:**
Submit completed City of Missoula application form to:

**CITY OF MISSOULA HUMAN RESOURCES DEPARTMENT**
435 RYMAN STREET (2ND FLOOR OF CITY HALL)
MISSOULA, MT 59802
PHONE: (406) 552-6130 OR (406) 552-6128
FAX: (406) 327-2151

OFFICE HOURS: MONDAY THROUGH FRIDAY, 8:00 A.M. TO 5:00 P.M.

APPLICANTS WHO NEED ACCOMMODATION TO PARTICIPATE IN THE APPLICATION AND SELECTION PROCESS MUST MAKE SUCH A REQUEST IN WRITING. THE CITY OF MISSOULA WILL CONSIDER ANY REASONABLE ACCOMMODATION.

THE CITY OF MISSOULA IS AN EEO/AA, V/H, M/F EMPLOYER.

APPLICATIONS MUST BE RECEIVED BEFORE 5:00 p.m., MAY 24, 2011