Job Posting

The following position is available with the City of Lafayette. If you are interested in being considered for this position, applications are ONLY available on-line - http://www.lafayette.in.gov/employment/.

The application deadline is 4:30 pm, April 8, 2015

Available with the Engineering Department:

POSITION:
Urban Forestry and Sustainability Coordinator

LOCATION:
Engineering Department
20 N 6th Street
Lafayette, IN 47901

SCHEDULE:
8am – 4:30 pm, M-F

SALARY RANGE:
$1,698.13 - $1,955.56 bi-weekly

DUTIES:
Supervises and/or assists in maintaining City trees, including pruning, watering, inspecting for diseases and damage, and taking appropriate action to correct problems.

Maintains City street and park tree inventory database.

Develops alternate funding sources, such as grants and public/private partnerships, and sponsorships, to meet Department forestry and sustainability goals.

Enforces City tree ordinance rulings, including investigating complaints, attending meetings, and maintaining current files.

Communicates daily with Department personnel, volunteers, contractors and citizens to coordinate activities and resolve problems as needed.

Oversees development of a comprehensive volunteer program.

Advises and assists in developing a community forestry management plan as required by ordinance, including developing annual and long-range plans for selecting, planting, inspecting, pruning/trimming, and removing trees, and developing and maintaining City’s tree nursery. Prepares and distributes annual and other reports as required or requested. Plans, implements and manages City-wide tree planting projects both within other public works projects and stand-alone projects.

Advises/consults with other departments regarding landscape architecture projects and projects that may affect urban forest areas, such as conducting environmental assessments, surveying proposed project sites, designing plans, and inspecting project sites before, during and after construction. Coordinates, inspects and supervises contractual maintenance or municipal trees.

Advises and assists public/private organizations in designing and landscaping areas of the city, and
responds to citizen inquiries regarding trees.

Develops, plans, coordinates and implements activities including, but not limited to; seminars, conferences, workshops, short courses, clubs, shows, public events and other programs related to sustainability. Both the manner in which these activities are organized and the nature of their content should be geared towards achieving buy-in and habit transformation from staff and community members.

Educates the public regarding urban forestry and sustainability by creating and distributing brochures and other materials, preparing media releases, and making speaking presentations. Periodically plans, schedules and coordinates special events promoting trees, such as annual Arbor Day celebrations. Encourage and facilitate sustainability activities initiated by staff, volunteers, and community members. Foster and coordinate new ideas and concepts for sustainability programming themes.

Assists the City Administration in defining goals, performance metrics and a long range plan for sustainability. Monitor and evaluate program effectiveness, document performance trends, and recommend and implement modifications to improve program effectiveness.

Designs and maintains a “clearinghouse” website for sustainability-related activities within the City.

Represents the City at various board/commissions/public meetings, such as Board of Works reporting and responding to inquiries as requested. Periodically acts as a liaison with government agencies, charitable foundations, department support organizations, public/private organizations and individuals to promote the department and programs/services.

Prepares and submits required annual reports and statistical data on area operations, including budget requests, reports of department goals, objectives and accomplishments, and fiscal proposals concerning improvement projects. Administers approved area budget. Serves as contract officer for outsourcing selected services.

Evaluates ongoing programs and operations for quality, efficiency and sound purposes. Evaluates and assesses capital improvement needs, recommends long and short-range plans to improve programs and facilities.

Performs related duties as requested.

**REQUIREMENTS:**
Bachelor degree in urban forestry, environmental science, natural science, sustainability or related area is required. Five years of professional experience, including planning, coordinating and implementing environmental programs. An equivalent combination of education and experience closely related to the duties of the position MAY be considered. Certification (ability to attain certification (?)) as an Arborist, licensed Applicator and certified in First Aid and CPR preferred.

- Demonstrated knowledge and experience in addressing the resolution of complex environmental and administrative issues related to local governments.
- Demonstrated knowledge of environmental issues, including current trends and methods related to urban forestry, sustainability, best practices and technical expertise to address such issues.
- Demonstrated knowledge and experience in designing and implementing stakeholder and community engagement strategies and processes.
- Ability to develop and track environmental performance measures including benchmarking and best practices studies.
- Ability to set priorities and use effective tracking methods to coordinate multiple projects at the same time and organize work to meet deadlines and conflicting priorities.
- Ability to plan and manage projects with multiple players and diverse issues.
• Ability to develop and maintain strong working relationships with staff, representatives of government/private sector, volunteers and the general public.
• Strong interpersonal and negotiation skills.
• Excellent oral and written communication skills.
• Ability to effectively communicate environmental policy and issues to a wide variety of audiences.
• Computer and software proficient including but not limited to; tree inventory software, ArcGIS, Autocad, Microsoft Product Suite, Laserfische, website development and database products.
• Ability to read plans, maps, construction documents, engineering and architectural plans.
• Ability to understand policy implications of issues and recommend and implement appropriate changes to official specifications, regulations, ordinances, etc., related to the environment.
• Creatively solve problems involving sensitive situations and issues.
• Strong analytical and critical thinking skills.
• Preferred knowledge of contract and grant proposal preparation and management.
• Preferred knowledge of budget development and management. Working knowledge of plant materials, arboriculture techniques, principles and practices of forest management and landscape architecture, with ability to effectively plan and direct all projects and activities involving City trees.
• Ability to supervise and direct assigned personnel, including interviewing applicants, hiring, making work assignments, evaluating performance, providing training and corrective instruction, disciplining and terminating as needed.
• Must maintain a positive professional appearance, demeanor and attitude, and work harmoniously with all contacts in an enthusiastic and cooperative manner.
• Ability to prepare and make public speaking presentations, and effectively communicate orally and in writing with co-workers, other City departments, vendors, funding and regulatory agencies, and the public including being sensitive to professional ethics, gender, cultural diversities and disabilities.
• Ability to work alone and with others in a team environment with minimum supervision, often under time pressure. Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.
• Ability to occasionally work extended, evening and/or weekend hours, and occasionally travel out of town for training, sometimes overnight.
• Possession of a valid driver’s license and demonstrated safe driving record.

The City of Lafayette is an Equal Opportunity Employer