

SUPERVISOR, PUBLIC WORKS MAINTENANCE – TREE MAINTENANCE

Job Summary:

Under general direction of the Public Works Superintendent, plans, directs and supervises the work of tree trimming and concrete crews; maintains required records.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes, schedules and supervises tree maintenance and concrete work activities.
2. Reviews work requests and determines maintenance needs.
3. Schedules and makes assignments to work crews.
4. Monitors tree trimming work in progress to ensure compliance with established safety and work standards, as prescribed by International Society of Arboriculture (I.S.A).
5. Inspects new construction sites and determines street tree requirements.
6. Prepares work specifications for contract tree maintenance activities.
7. Monitors and inspects contract work to ensure compliance with specifications.
8. Prepares and maintains records regarding work activities, personnel, equipment and work requests, and computerized tree inventory.
9. Supervises, trains and evaluates the performance of crew members.
10. Demonstrates and operates specialized tree maintenance equipment, such as high ranger, lifts, stump grinder, chipper, saws and other related equipment.
11. Prepares budget requests for tree maintenance operations and recommends purchase or repair of equipment.
12. Maintains inventory and purchases required materials, supplies and equipment.
13. Participates as a member of the City's Emergency Response Team in time of a disaster or other emergency.
14. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Graduation from high school or GED and completion of college-level coursework in landscaping or horticulture (proof of completed coursework is required) and four (4) years of full-time, paid experience performing journey level tree maintenance work, including one (1) year in a lead or supervisory capacity. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Principles and practices of supervision and training.
- Tools, equipment, methods and techniques used in tree maintenance and concrete work.
- Appropriate safety practices and procedures.

- Types and techniques for the control of plant diseases and pests.
- Maintenance of tools and/or equipment.
- Applicable sections of the California Vehicle Code.
- Routine record-keeping techniques and inventory control methods.
- Types of trees commonly used for landscaping public facilities and grounds.
- Computers and related software.

Skill and/or Ability to:

- Plan, organize and supervise tree maintenance operations.
- Operate and maintain a variety of tree maintenance tools, equipment, and/or vehicles.
- Identify and maintain trees commonly used for landscaping public grounds and facilities.
- May perform heavy lifting and medium to heavy manual labor, including tree climbing with ropes and saddles.
- Observe and enforce safety practices and procedures.
- Maintain routine records and reports.
- Effectively communicate orally and in writing.
- Establish and maintain effective working relationships with others.
- Prepare budget and cost estimates and periodic activity reports.

License and Certificate:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects their driving record. Possession of Arborist certificate is required within the first year of employment.

Physical Requirements and Working Conditions:

Employee accommodations for physical and mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods and/or walk long distances.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 75 pounds and up to 100 pounds.
- May be required to work with harsh and/or hazardous materials.
- May be required to wear protective apparel including goggles, face protectors, aprons, shoes and oxygen breathing apparatus.
- May be required to work within enclosed spaces or at heights above ground level.
- May be required to climb trees with ropes and saddles.
- Required to respond to emergency situations.
- Are subject to outside environmental conditions and/or inclement weather.
- May be required to work around loud noise, moving mechanical parts and/or around electrical current.
- May be required to drive City and/or personal vehicle during the scope of employment.