

City of New Bedford, MA Job Description

Job Title: City Arborist (Grant Position)

Pay Grade: M-05

Pay Range: \$46,853 - \$58,571

JOB SUMMARY

Serves as Arborist for the Greening the Gateway Cities (GGC) Program, which is a State-funded grant that lasts through June 30, 2019; assesses, plans, manages and implements tree care for public and private trees in accordance with the grant; plants, trims and removes trees along public spaces; conducts other large-scale vegetation management projects; responds to tree emergencies including downed trees and limbs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.

- Performs project management duties to ensure City compliance with the GGC grant, including budget management, monthly reporting and oversight of GGC personnel including scheduling.
- Schedules site visits with residents who have chosen to participate in the program. Organizes outreach efforts, including collaboration with local community groups, to facilitate the grant requirements.
- Orders and maintains inventory in relation to the grant, such as trees, mulch, tools, etc.
- Trims and removes trees as found necessary from work orders received from City residents, especially in high times such as Summer and Winter; plant street trees during the high times such as Spring and Autumn.
- Assesses work orders to determine the severity of the job; assesses how long it will take the crew to complete the task and provides plans in order to complete the work order; updates crew on project details and ensures the correct equipment is available and functioning; answers questions from residents.
- Plants street and private residence trees in accordance with the grant, including selection of correct species and size of trees; determines what the budget will allow in terms of purchasing trees through an intensive bidding process; houses trees in adequate irrigation settings to keep trees healthy while in holding.
- Follows through with the planting of trees throughout the City as defined by grant parameters; determines locations, removes obstructions, ensures that traffic visibility and clearance is acceptable; communicates with DigSafe to not disrupt underground utilities; coordinates digging areas, delivers trees; stakes and mulches trees as the final steps.
- Participates in special project implementation when applicable; maintains several areas and structures that require periodic brush and/or tree cleaning requiring the attention of the Forestry Division; communicates with supervisors, engineers and other division foremen to formulate the best available options for plans.
- Performs related work as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

MINIMUM QUALIFICATIONS

Education and Experience

- Two years of college-level coursework or an Associate's degree in Arboriculture or related field.
- At least one year of experience with landscaping, management, heavy equipment operations or a related field.
- Any equivalent combination of education and experience.

Licensing/Certification

- Must be a Certified Arborist and hold a hoisting license (either State or I.S.A.).
- Valid Massachusetts driver's license and good driving record.

SPECIAL REQUIREMENTS

- Criminal Offender Record Investigation (CORI) background check mandatory.

SUPERVISORY RESPONSIBILITIES

This position has formal supervisory responsibilities over Forestry Division laborers. Supervisors are responsible for signing performance reviews.

This position works under the Highway Superintendent.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works both inside and in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee may work in high precarious places and be exposed to fumes, airborne particles, risk of electrical shock and vibration. The employee may be exposed to toxic or caustic chemicals.

The employee frequently is required to walk, sit, climb or balance, stoop or kneel, crouch or crawl and taste or smell.

The position involves heavy physical demands, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.