CLASS TITLE: URBAN FORESTER

PURPOSE OF THE CLASSIFICATION: Under direction performs administrative, technical, and supervisory work involving the development, promotion, and direction of the urban forestry program, and other related assigned duties.

ESSENTIAL TASKS:
- Develops and institutes a comprehensive educational program to promote public awareness and interest in preservation of urban forest resources
- Supervises and instructs subordinates
- Provides guidance to public agencies, businesses and citizens regarding proper arboriculture practices and concerns
- Establishes and administers tree pruning and removal contracts for the various City parks
- Establishes and implements a reforestation program for various City parks
- Analyzes and evaluates existing ordinances and regulations involving tree plantings and related maintenance problems and methods, and provides recommendations for changes
- Evaluates trees for condition and worth as required
- Provides functional and/or direct supervision of tree management and maintenance agencies and work crews
- Inspects field work performed by outside contractors and by staff
- Presents lectures and talks before civic groups and garden clubs
- Prepares and manages program budget
- Provides written and verbal reports
- Performs administrative and managerial tasks, such as processing paperwork and reviewing subordinates work performance
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Graduation from an accredited college or university with a bachelor's degree in forestry, urban forestry, horticulture, or a closely related field, and three (3) years of progressively responsible experience in an urban forestry management program; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the practices, techniques and materials of the urban forestry field; considerable knowledge of public information program needs; and good knowledge of regulations and ordinances related to urban forest preservation. Ability to develop and promote a comprehensive urban forestry program; ability to speak effectively to groups, organizations, media representatives, public officials and citizens concerning arboriculture topics; ability to formulate and make sound recommendations and written proposals; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; certification as an Arborist from the International Society of Arboriculture.

WORKING ENVIRONMENT: Working environment is primarily outdoors and in inclement weather; and occasionally indoors in an office setting; requires travel to various locations for tree evaluation, supervision
of contractors and crew, presentations, and lectures; and requires occasional evening and/or weekend work.

Class Code 2005
EEO Code: E-01
Pay Code: EX-36

Group: Cultural, Legal and Sciences
Series: Science

Effective date: July 1, 2000