

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: TREE SUPERVISOR **JOB CODE: 2609**
DEPARTMENT: GENERAL SERVICES **DATE: 6/2022**
REPORTS TO: ASSISTANT HIGHWAY AND UTILITIES SUPERINTENDENT

JOB SUMMARY:

Supervises and directs the activities of semi-skilled workers in planning, planting, removal, care, and maintenance of trees.

ESSENTIAL JOB FUNCTIONS:

Plans, allocates, and monitors time, people, equipment, and other resources to ensure efficient organization and completion of work.

Monitors productivity/work flow and resolves problems to ensure that deadlines are met.

Provides information, advice, feedback, and/or assistance to others within division and other departments to refine work outputs or resolve problems.

Assists crews with completion of duties, including pruning trees, trimming sidewalks, mowing roadside and medians, cutting back brush on streets and cross country rights-of-ways, tree removals, tree planting, tree watering and chipping Christmas trees.

Supervises and participates in plowing snow and salting/sanding roads as necessary during winter operations which includes roads and sidewalks.

Supervises and directs the spraying of shade and ornamental trees against sucking and chewing insects and diseases; directs the moving and replanting of trees.

Supervises the installation of the Plaza Christmas tree.

Serves as "On Call" Supervisor for the Highway and Utilities Division.

Ensures that equipment is clean and in proper working order before use by crews.

Confers with upper management to keep them informed on key issues and progress toward objectives, to gain support and approval, and to make recommendations to assist with making needed improvements.

Collaborates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.

Reviews, investigates, and responds to complaints from the general public regarding trees; provides solutions as possible.

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including participating in hiring process, training in job skills, appraising performance, addressing complaints, resolving problems, and planning, assigning, and directing work.

Tracks and records all work performed and compiles data into graphs/charts for future and past work information.

Data collection based on; DBH, location, species, size, reason for work and date planted.

Creates bid descriptions for jobs division is unable to complete internally.

Contacts, gathers, reviews and makes recommendation selections for bid

Schedules contractor work and supervises them to insure bid details are follow to City of Concord standards.

Acts as liasin between contractors, management and residents.

Creates maps, calculations and gathers information necessary to acquire permits from Division of forest and Lands and or DES for cutting operations where applicable.

Setups meetings with State Agencies to achieve approval when needed.

Determines when permitting is necessary for operations and reivews taxation laws when applicable

Hanldes all aspects of Concord's Sustainable Tree Program; Duities include ; scheduling meetings with residents, scheduling tagging of trees, tagging trees, calculating payments require for resident, scheduling pick up, dig safe areas, planting tree, creating an invoie for final payment, tracking order numbers and prepping legal documentation for resident.

Calculates total cost for other city projects including tracking budget usage.

Creates planting maps and drafts project outlines for management.

Maps, drafts , calculates and provides landscape design options to management and committees

Provides detail maps and information regarding plant and insect issues both present and future.

Works with State and Federal Agencies to gather more information regarding spread and control pests/invasives.

Writes vegetation management plans for roadside and offroad ROW's

Researchs deeds/plans through Merrimiack County Registry of Deeds and City GIS to determined ownership, easement , usage restrictions and bound locations

Works with City surveyor to determine bound and ownership when needed.

Tracks down and contacts parcel owners regarding work within their property(s)

Participates in townhall style meetings to discuss projects General Services are involved in as well as State and Co-op held events

Creates presentations using power point and other media platforms

Holds in house training

Meets with and engages various committees.

Tracks ISA and Pesticide credits for subordinates and own

Finds and attends industry meetings/shows to gain credits towards certifications.

Gains study material, holds study sessions and schedules testing for employees needing certifications.

Signs off on and sponsors Tree Maintenance Specialist pesticide licenses holder.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Dump Truck	Pick-Up Truck	Chipper
Various Types of Chain Saws	Aerial Bucket	Telephone
Two-Way Radio	Computer	Hand Compass
Skidsteer	Various log moving attachments	Deeds/plots maps
Related tree measurement tools		

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

A.A.S in arboriculture or forestry .

Five years of progressively responsible experience in care and maintenance of trees; and, one to two years of experience in supervisory capacity; or,

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Class (B) Commercial Driver's License with air brake endorsement.

Current Arborist's license and Pesticide Applicator's license.

Supervisory Level Category B Pesticided license.

ISA Certification or ability to obtain within 6 months.

CPR

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Characteristics of shade and ornamental trees common to the state.

Stays up to date with industry trends for tree species

Extensive knowledge of common and scientific plant names

State and Federal forestry bases permits

Present and future invasive plant species and their control and spread.

Extensive understanding of ROW layout, usage and ownership .

Types of tree disease and pests common to area, as well as the proper chemicals and other treatments commonly used to purge them.

Tree pruning, planting, removal, bracing, and cavity repair techniques, with use of ropes and pulleys, rope and saddle and aerial lift.

To to use; Excel, GIS bases maps, Google Earth and deed reaserach data base

ANSI Z133 Standards.

Data collection, entry and report making.

Electrical hazard awareness.

Principles of supervision, training, and performance evaluation.

Skill in:

Use of hand tools.

Public communication

Various equipment related to forestry

Equipment related to plowing

Small engine repair

Hydarulic systems.

Mental and Physical Abilities to:

Organize, coordinate, and supervise the work of others, and to gain compliance from subordinates.

Establish and maintain effective working relationships with employees, the general public, and other departments/divisions.

Communicate effectively, both orally and in writing.

Deal courteously and diplomatically with the general public.

Select, develop, organize, motivate, and effectively utilize staff.

Interpret, apply, establish, and implement rules, regulations, policies, and procedures. Perform duties while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching.

Frequently lift light and heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Working Conditions:

Work is performed in an office and outdoors, where the employee may be exposed to cold or inclement weather.

Work is performed in a very noisy place.

Work exposes the employee to dust, dirt, grease, and machinery with moving parts.

Work requires the use of protective devices such as masks, goggles, or gloves.

Tree Supervisor

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should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.