

TREE SERVICES INSPECTOR

Definition:

Under general supervision, establishes and maintains an inspection and trim cycle for all City-owned trees; plans, organizes, inspects and evaluates the work of tree service contractors; directs tree related emergency storm damage clean up and performs related work as required.

Essential Duties and Responsibilities:

The essential duties and responsibilities of the class include the following:

Evaluates City-owned trees for trimming/removal and determines which trees are to be involved.

Coordinates tree trimming activities with other departments/divisions.

Establishes and oversees the maintenance of the tree trimming cycle.

Determines tree species for replanting purposes.

Monitors services provided by contractors, inspects work performed and approves payment.

Meets with residents to explain the City's tree trimming/removal policies.

Meets and confers with contractors or their representatives on a variety of related matters to include quality and quantity of work, equipment and safety procedures.

Assists with selection and evaluation of tree trimming contractors, bids and proposals and may negotiate contract changes.

Prepares a variety of reports, records, work orders and correspondence.

Enforces applicable safety regulations and City policies/regulations.

Prepares and monitors the budget for tree trimming.

Responds to call outs regarding tree related complaints and to resolve tree trimming problems and emergencies.

Maintains a variety of work history and other files.

Drives a vehicle on City business.

Operates a personal computer.

May direct contract staff/individuals or crews as assigned.

Other Duties and Responsibilities:

Performs other tasks/projects as assigned.

Lifts and/or moves heavy objects and equipment.

Uses a chain saw and/or hand tools for tree work under emergency conditions.

Class Characteristics:

The Tree Services Inspector is a single incumbent class within the Maintenance Services Department, with technical duties relating specifically to the tree trimming function of the City. The incumbent is responsible for the health and safety of the City's urban forest.

Contacts and Relationships:

The Tree Services Inspector has contact with the public regarding tree trimming/removal/replacement. Some of this public contact occurs with angry citizens. Other contact is established and maintained with Maintenance Services Department staff, employees in other City departments and tree trimming contractors.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Methods, practices, procedures, materials and equipment involved in tree trimming work to include pruning standards and techniques.

Traffic control as it relates to the position.

Safety procedures related to tree trimming and related manual and power driven equipment.

English usage, spelling, grammar and punctuation.

Contract administration as it relates to the position.

Computer applications as they relate to areas assigned.

Methods of research, analysis and report writing as they relate to the position.

Basic math.

Ability to:

Provide direction to contractors and their employees.

Use good judgment and make sound decisions in accordance with established procedures and policies.

Identify utility lines and tree species.

Compose correspondence and reports independently.

Communicate effectively orally and in writing.

Adhere to multiple deadlines and handle multiple projects.

Operate a chain saw and perform manual labor as needed.

Understand and carry out oral and written directions independently.

Physically inspect work sites.

Conduct effective and responsible research and analysis.

Make accurate mathematical calculations.

Establish and maintain effective relationships with those contacted in the course of work.

Read and write at the level required for successful job performance.

Maintain records, logs and data base information.

Use a personal computer and applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Associate of Arts degree in a closely related field and/or supplemented by additional vocational educational courses in arboriculture.

AND

Experience:

Five years of experience working with a high volume tree maintenance crew, to include some public relations and supervisory experience.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and on site during tree trimming and tree inspection. In the office, work requires sitting for periods of time and using a computer keyboard and screen. When work is performed on site, there is full exposure to the elements. The incumbent drives a vehicle on City business and may stand and walk on uneven and slippery surfaces. The incumbent climbs ladders, kneels, bends, crouches, twists, crawls, pushes and pulls, reaches, grasps and lifts items weighing 50 pounds or less. The incumbent may work above shoulder level with power and/or hand tools weighing 25 pounds or less and may be exposed to pesticides, dust, electrical and mechanical hazards, extreme vibration and noise. The Tree Services Inspector must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Special Requirements:

Valid and appropriate California driver's license and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to include call out to accommodate City needs.

Possession of Certified Arborist Certificate issued by the International Society of Arboriculture.

Other:

Possession of a State of California Pest Control Advisor's License helpful but not required.

Fair Labor Standards Act Designation: Non-exempt.

Revised November 2000.

Revised March 1999