

City of Chattanooga, TN
Classification Title: Forestry Supervisor

Department: Public Works

Pay Grade: TBD

Supervision Received From: Municipal Forester

FLSA Status: Exempt

Supervisory Responsibility For: Forestry Crews

Established: 06/29/07

Revised: 11/15/07

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for supervising the daily operations of the Municipal Forestry Division. Duties include: investigating and responding to service requests, complaints, and problems from citizens concerning trees; managing projects, including completion of work orders, crew assignments, equipment, and schedules; supervising all work associated with maintenance of City's trees, training and evaluating crew; providing input into area budget; conducting training on the use of equipment; and responding to emergency calls during disasters requiring immediate action involving removal of trees or debris. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL:

The Forestry Supervisor is the third level of a three level tree trimmer series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

- Supervises forestry crew staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Supervises the day-to-day activities and operations of the Municipal Forestry Division, which includes: planning and coordinating projects; processes, procedures, and standards; ensuring compliance with Federal, State, and local laws, regulations, codes, and/or standards; coordinating activities between multiple service areas; and, working to integrate and coordinate service areas.
- Investigates and responds to service request; complaints, and problems received from citizens, internal departments, and/or other individuals; provides information on the status of service requests and on-going projects, including explaining tree ordinances, and policies associated with tree removal, tree trimming, and alley maintenance; researches requests and problems and initiates appropriate solutions; and, researches tree locations to determine if trees are City-owned or

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- privately owned by interpreting information on maps, property plats, GIS systems, and other sources; and, communications information to interested parties.
- Manages projects, which includes: initiating, tracking, and closing out work orders; determining required equipment, materials, and availability to start and complete projects; scheduling projects; determining optimum methods of project completion; inspecting job sights prior to commencement, during, and upon completion of work; ensuring proper traffic control; monitoring the status of work in progress and troubleshooting problems; monitoring work quality and inspecting completed work; and, performing other related activities.
 - Communicates and collaborates with internal departments, external consultants, vendors, external agencies, the general public, and/or other interested parties to coordinate work activities, exchange information, and resolve problems.
 - Assists with inventorying and updating applicable database of City-owned trees.
 - Supervises, coordinates, and evaluates activities associated with the maintenance of trees, including planting, watering, pruning, removal, fertilization, mulching, and stump grinding.
 - Inspects and evaluates hazardous and infected trees; determines appropriate corrective actions.
 - Supervises the application of chemicals, fertilizers, and other materials to City trees.
 - Assists in developing and maintaining the City's tree planting program.
 - Participates in preparing and administering the division budget, prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.
 - Prepares or completes various forms, reports, correspondence, service requests, or other documents.
 - Receives various forms, reports, correspondence, service requests, map books, street locators, safety standards, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
 - Maintains division inventory of equipment, materials, tools, and supplies; researches sources, prices, and quality of items; initiates requisitions and orders new and replacement items; and, prepares specifications for purchase of equipment and vehicles.
 - Develops and facilitates training sessions for division employees regarding the safety and use of equipment and tools, tree maintenance procedures, and/or other applicable items.
 - Responds to emergency calls during disasters, inclement weather, accidents, and other types of requests requiring immediate action involving the removal of trees, limbs, and debris from streets, right-of-ways, and other public areas.
 - Performs other duties as assigned.

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MINIMUM QUALIFICATIONS:

Completion of an apprenticeship program for journey tree trimmer and six years progressively responsible tree maintenance experience.

LICENSING AND CERTIFICATIONS:

Completion of an approved tree trimmer certification program
Valid Tennessee Class B Commercial Driver's License
Obtain International Society of Arboriculture Arborist Certification within 12 months of hire
Tennessee Pesticide Applicator License within 12 months of hire

KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles; tree trimming and maintenance principles and practices; arboricultural operations safety requirements; applicable Federal, State, and Local laws, ordinances, codes, rules, regulations, standards, policies, and procedures; Manual on Uniform Traffic Control Devices (MUTCD) contents; tree species; applicable safety requirements; hazard tree assessment principles and practices; customer service principles; and, electrical line components.

Skill in monitoring and evaluating the work of subordinate staff, prioritizing and assigning work; interpreting, applying, and communicating applicable laws, ordinances, codes, rules, regulations, standards, policies, and procedures; preparing equipment and tool specifications; providing customer service; maintaining databases; maintaining inventory; supervising the maintenance of trees; assessing hazardous tree conditions; identifying tree species; interpreting a variety of technical documents, including specifications, maps, and other related items; preparing operational reports; overseeing safety requirement; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS

Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to extreme temperatures.