



CLASSIFICATION DESCRIPTION

TITLE: URBAN FORESTER

JOB CODE: 16 (Exempt)

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of the position is to coordinate and supervise environmental programs involving arbor management throughout the City. Employee in this classification functions at entry management level and are responsible for serving as a technical resource, ensuring protection, health and survival of trees within the City and developing areas. Position administers tree and fire hazard inspection activities to enforce land development codes, ordinances and related preservation requirements. Objective is to preserve and enhance the City's natural and aesthetic land use and development through practical application of forestry practices in compliance with all established zoning and code regulations.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises, plans, trains and directs the work of field crews engaged in tree inspections and patrol activities on properties and land within the City to ensure compliance with all applicable City, State and Federal codes and regulatory requirements; enforces land development codes and ordinances as they relate to urban forestry.
- Responds to escalated or complex calls and investigates complaints of code, ordinance, hazardous or otherwise non-compliant conditions on private property, public property and on business establishments; researches and identifies code violations and posts notices of hazard and citations for said violation(s); performs follow-up inspections regarding compliance.
- Inspects new construction sites for proper tree barricade protection; evaluates and determines compliance with land development code; initiates case for code board hearing.
- Reviews and evaluates large scale subdivisions and site plans to ensure compliance with applicable City, State and Federal land development codes and regulatory requirements.
- Provides information, training and professional advise to the general public, developers, contractors, Inspectors and management regarding code, ordinance, hazard or preservation issues.

- Supervises case documentation and incident reports and compilation of supporting documentation in order to document and explain facts and circumstances surrounding the violation(s); presents violations to Code Enforcement Board.
- Researches, evaluates, develops and implements division policies and procedures; provides leadership and direction in the development of short and long range arbor management goals.
- Ensures all functions and programs under charge are performed within established budgetary parameters, to include performing cost control activities, monitoring revenues and expenditures, and ensuring sound fiscal control.
- Prepares various documentation regarding division activities, e.g., monthly reports, draft and revised codes and ordinances.
- Performs a wide variety of administrative tasks.
- Coordinates and plans a variety of special events, e.g., Adopt a Median program, Arbor Day Celebration.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree Forestry or related field; supplemented by five (5) to seven (7) years progressively responsible experience in development and forestry work; or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a valid Florida Driver's License.

Must possess and maintain National Certification as an Arborist.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow written and oral instructions.
- Ability to effectively supervise entry and journey level staff, engaged in carrying out division functions.
- Thorough knowledge of all laws, ordinances, codes and regulations of City Planning and Zoning with regard to Forestry.
- Thorough knowledge of current codes and regulatory standards governing natural and tree development.
- Ability to read, interpret and explain City, State, and Federal laws, ordinances and regulations applicable to the work.
- Ability to provide plans review oversight and recommend/develop modifications as necessary to ensure overall project compliance with applicable codes and regulatory standards.
- Ability to establish and maintain effective working relationships with departmental personnel,

supervisors and the general public.

- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to effectively communicate both verbally and in writing; ability to speak effectively before public groups and respond to questions.
- Ability to establish and maintain effective working relationships and communications with co-workers, business and community interest groups, and the general public.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job, the incumbent is regularly required to lift, move or carry objects up to 35 pounds; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee is frequently exposed to fumes, odors, or airborne particles, excessive noise, temperature extremes, vehicular traffic, dampness/humidity, confrontational persons, animals, and various forms of wildlife.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.