

# South Jordan City

## Job Description

**Title:** Urban Forester & Open Space Coordinator **Effective Date:** 1/11/17  
**Org:** 100540 **FLSA:** Non-Exempt  
**Pay Grade:** 17 **Workers Comp:** Municipal

### GENERAL PURPOSE

Perform a variety of technical and first-line supervisory duties related to coordinating day-to-day department functions for urban forestry program and open space. This includes quality assurance in preserving, enhancing, and protecting the environment of South Jordan City park trails and open space. Coordinate inspection of trees for removal or pruning, schedules and conducts inspections, plant or remove trees; determine pruning or removal needs in emergency or other situations which may negatively impact public health, welfare, or safety; monitor departmental activities related to planting, pruning and removal to assure compliance with program goals and standards.

### SUPERVISOR

Parks Manager

### POSITION(S) SUPERVISED

Assign daily work activities to assigned Parks Maintenance Workers and Seasonal Parks Maintenance Workers  
Parks Maintenance Lead Worker

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Function as city's Urban Forester; develop and implement urban forestry programs. Coordinate care and placement of trees with other departments within the city. Analyze and make decisions on street tree planting.

Manage the health and growth of the City's tree farm.

Schedule work for crews depending on work priorities, crew and equipment availability, and weather conditions.

Confer with supervisors to coordinate work activities with those of other departments or units.

Coordinate with the Planning Department regarding installation, warranty follow-up, and replacement of trees before warranties expire.

Monitor department activities related to planting, pruning, and removal to assure compliance with program goals and standards.

Maintain an inventory of street trees and related records.

Coordinate and assist in maintaining a comprehensive tree inventory in the computerized City GIS system.

Assist in long range planning of the urban forestry program.

Perform studies and provide information related to proper forestry management methods in order to provide direction for the City in creating budgets and initiatives for all tree management activities.

Investigate inquiries and complaints regarding tree maintenance practices on public and private trees, tree protection, and adherence to industry standards and City ordinances.

Direct the work necessary to perform appropriate open space management practices.

Assist in the development of open space management plans; assist in the development of city wide trail system.

Develop and maintain cooperative working relationships with area affiliated and support agencies.

Assist in the development of the division budget.

Serve as a department specialist, trainer, and/or supervisor in various technical aspects of environmental sustainability, open space, and trails.

Assist in conducting educational forums related to environmental sustainability, open space, and trails. May make special arrangements for group activities; provide information on appropriate open space/environmental use. Organize community groups, (i.e. explorers, community watch groups, volunteers etc.), educate and develop awareness of environmental sustainability, open space, and trails.

Ensure appropriate paperwork is completed in a proper manner and submitted in a timely manner.

Properly care for and maintain all assigned equipment.

Compensated on-call rotations as assigned. Must remain available for phone contact and respond to work site within one (1) hour of notification and be in compliance with the City's Drug & Alcohol policies.

Subject to uncompensated stand-by by rotation for a given event, such as a pending snow storm event or response to a natural disaster. Must remain in compliance with the City's Drug & Alcohol policies.

Employee shall live no more than 30 miles from the South Jordan City border and have the ability to travel from their place of residence to the South Jordan City Public Works building in no more than 45 minutes time.

Perform other duties as assigned.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor's Degree from a regionally accredited college or university with major course work in Park Management, Forestry, Natural Resources Management, Arboriculture, Ecology, or closely related field.

AND

B. Three (3) years of increasing experience in parks & recreation, urban forestry, botany, or related field;

2. Special Qualifications:

Valid Utah Class B Commercial Driver License

Certified applicator of herbicides and pesticides through the State of Utah

Utah State Master Gardener Certification is preferred

Certification through the National Arborist Association or able to obtain within 6 months

3. Knowledge, Skills and Abilities:

Knowledge of arboriculture and urban forestry practices. Knowledge about methods of tree pruning, tree removal, tree planting, and tree preservation.

Skill in removing pests and diseases of trees and knowledge of methods for control.

Ability to evaluate tree conditions and recommend maintenance or mitigation actions.

Ability to write detailed reports and perform tree appraisals. Read and interpret blueprints, diagrams, and schematics.

Ability to establish, maintain, and foster harmonious relationships with co-workers, other City staff and the public in the course of work.

Ability to clearly communicate tree program information to the public, both verbally and in writing.

Knowledge of South Jordan City and its parks; applicable Federal, State, County, and City laws and ordinances as well as departmental rules and regulations. Knowledge of hazardous waste classifications and emergency procedures; principles of supervision; City park administration;

Skill in diplomacy, cooperative problem solving, exercising good judgment in difficult situations, and communicating to citizens and city staff.

Ability to operate a personal computer and Microsoft products.

Ability to react effectively in emergency and stressful situations; ability to exhibit imagination, initiative and problem-solving capability in coping with a variety of situations related to park enforcement; ability to follow standard safety practices and procedures common to park enforcement work; ability to perform assigned work; communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public.

4. Working Conditions:

Work performed indoors and outdoors in a park environment potentially exposing the employee to extreme weather conditions. Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and critical thinking and creative problem solving. Frequent local travel required in the course of performing portions of job functions.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Municipal Non-Exempt</b>	<b>EEO-4 Class:</b>	<b>Skilled Craft Worker</b>
<b>Location:</b>	<b>Parks</b>	<b>EEOP Class:</b>	<b>Craft Worker</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>1190</b>