

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Urban Forest Supervisor	Job Family: III
General Classification: Professional	Job Grade: 20

Definition: To plan, organize, direct, and supervise the City's urban forestry program and related tree maintenance operations within the Parks and Forestry and Roadway Landscape operations; and to perform a variety of technical tasks relative to assigned area of responsibility.

Distinguishing Characteristics: The Urban Forest Supervisor is a single-class position which receives direction from the Urban Forest Manager. The Urban Forest Supervisor exercises direct and indirect supervision over assigned maintenance and technical personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for supervising the City's urban forestry program; implement policies and procedures.
2. Plan, prioritize, assign, supervise, and review the work of staff involved in tree maintenance.
3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for additional resources; monitor and control expenditures.
5. Participate in the selection of staff; provide or coordinate staff training; prepare performance evaluations; work with employees to correct deficiencies; implement disciplinary procedures.
6. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
7. Coordinate contract tree-trimming activities; contract tree planting activities; review plans and specifications.
8. Enforce tree ordinance standards; manage Heritage tree program.
9. Perform other duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of arboriculture, equipment, tools, and materials used in proper tree care and maintenance; principles of supervision, training, and performance evaluation; principles of municipal budget administration; pertinent local, State and Federal laws, ordinances, and rules.

Ability to: Organize, implement, and direct tree-trimming maintenance activities and pesticide application operation/activities; interpret and explain pertinent City and department policies and procedures; assist in the development and monitoring of an assigned program budget; develop and recommend policies and procedures related to assigned operations; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; operate applicable computer hardware and software applications; supervise, train, and evaluate assigned staff.

Experience and Training Guidelines: Combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Three years of increasingly responsible experience in tree maintenance activities, including two years of lead supervision responsibility. Possession of an associate's degree in arboriculture or a related field of study is highly desirable.

Required Licenses or Certificates: Possession of a valid California Class C driver's license. Possession of, or ability to obtain within six months of appointment, a certified arborist certification.

Working Conditions: This position may be required to work extended or irregular hours for critical issues. May need to be available for contact after normal business hours.

Established: October 1991

Revised: October 2024

HRD/CLASS SPECS

Urban Forest Supervisor