

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Urban Forest Manager	<b>Job Family:</b> 3
<b>General Classification:</b> Management	<b>Job Grade:</b> 38

**Definition:** To plan, organize, direct, and coordinate the activities of the Forestry and Roadway Division, including Heritage trees, roadway landscape, downtown, and pesticides; to serve as the division technical expert in operational matters; to coordinate activities with other divisions and departments; and to provide highly complex staff assistance to the Assistant Community Services Director.

**Distinguishing Characteristics:** This single-class position receives general direction from the Community Services Director or Assistant Community Services Director. Exercises direct and indirect supervision over assigned clerical, technical, contract, professional, and supervisory personnel.

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

1. Assist in the development and implementation of departmental goals, objectives, policies, and procedures.
2. Organize and manage the personnel, facilities, and other resources of the division, including setting and evaluating divisional objectives, policies, and procedures.
3. Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures; recommend employee terminations; and evaluate staff.
4. Assure fiscal soundness of the division by developing, justifying, and administering division budget, including analyzing expenses and setting rates and fees; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies.
5. Represent the division at professional, community, and advisory committees and organizations; provide staff support as necessary.
6. Analyze and prepare reports for the City Council and attend meetings as necessary.
7. Ensure departmental consistency as it relates to work practices, program procedures and guidelines, and resource allocation.
8. Prepare complex written reports and documents.

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9. Direct, oversee, and participate in the development of the Forestry and Roadway Division's work plan; assign work activities, projects, and programs; monitor work flow; and review and evaluate work products, methods, and procedures.
10. Assist in preparing capital improvement project (CIP) proposals; assist in implementation of CIPs and inspection and reporting of CIPs.
11. Enforce ordinances, codes, and City regulations related to the City's Forestry and Roadway Program.
12. Participate in contract development, including reviewing specification documents, conducting prebid and construction meetings with contractors, and conducting walk-throughs as necessary.
13. Develop and manage a variety of grants, contracts, and agreements related to forestry and roadway activities.
14. Perform other duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles and practices of forestry and roadway operations, including landscape, park maintenance, arboriculture, and related equipment and irrigation systems; principles and practices of park policy development and implementation; principles and practices of operational analysis, business correspondence, and report writing; pertinent local, State, and Federal laws, rules, and regulations; operating and capital budgeting procedures and techniques as related to the City of Mountain View; and principles and practices of supervision, training, and personnel management.

Ability to: Organize, direct, and implement a comprehensive Forestry and Roadway Program, Parcel and Landscape Maintenance Program, as well as other division programs; prepare and administer both a capital and operating budget; effectively supervise, train, and evaluate personnel; develop concise recommendations; prepare complex reports and make effective public presentations; interpret and explain division policies and procedures; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; and operate applicable computer hardware and software applications.

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**Experience and Training Guidelines:** A combination of relevant experience and education that provides the knowledge and skills necessary to adequately perform the position responsibilities may be qualifying. A typical way to satisfy the required minimum qualifications, knowledge, and abilities is:

Equivalent to an associate's degree from an accredited college or university (60 semester or 90 quarter units) with major course work in a related field and seven years of increasingly responsible experience in park or forestry maintenance/operations, including at least two years at the supervisory level.

OR

Equivalent to a bachelor's degree from an accredited college or university with major course work in a related field and five years of increasingly responsible experience in park or forestry maintenance/operations, including at least two years at the supervisory level.

**Required Licenses or Certificates:** Possession of a valid California Driver License and an International Society of Arboriculture (ISA) certification.

Established: August 1996

Revised: April 2023

HRD/CLASS SPECS

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