

TOWN ARBORIST/PARK MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, reviews and enforces Town ordinances regarding heritage trees and landscape screening; acts as a technical advisor regarding forestry practices on public and private property and management of all park, street and right of way trees; serves as staff to the tree committee, Park and Recreation Committee and Planning Commission as needed; provides contract administration of various Town contracts, manages operations of the grounds and facilities of Holbrook-Palmer Park, provides a variety of technical support to the department in the processing of plans and permits and attendance at a variety of regulatory meetings; oversight of all rental arrangements of park facilities and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director. Exercises direct supervision over contractors and consultants. May provide direct and general supervision to assigned staff.

CLASS CHARACTERISTICS

This is a management class position that manages tree conservation and removal and landscape development and renovation both in the streets and at Holbrook-Palmer Park. This position manages all city owned trees in the streets and in the park. In addition, the incumbent reviews plans, issues permits and provides a variety of technical support to the department and Atherton residents regarding private residence, Town-owned landscape, park and tree maintenance. The work also includes program and project oversight in areas such as waste management and reduction and water pollution prevention. The park manager duties include management of Holbrook-Palmer Park grounds, facilities and oversight of the many service contracts and contractual users of the park facilities.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Inspects trees on public and private property to determine condition, mitigation requirements, protection from site construction and if removal is necessary or allowed under the Town's Heritage Tree Ordinance.
- Plans, manages, and oversees the daily functions, operations, and activities of Holbrook-Palmer Park grounds and facilities.
- Reviews plans and specifications and inspects properties to determine if landscaping is in accordance with the Town's Landscape Screening Ordinance.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Director.
- Oversees the development of consultant requests for proposal for professional and/or construction services, including maintenance and repair services, events, janitorial, landscape, and facilities

- maintenance; oversees the advertising and bid processes, evaluates proposals, and recommends project award; administers contracts after award.
- Responds to emergency situations and calls regarding possible violations of ordinances; coordinates activities with other responders to provide effective response; guides the work of staff and utilization of resources to effect mitigation and ensure the safety of the community.
 - Inspects contract work in progress and upon completion to ensure compliance with standard specifications and Town standards.
 - Provides program and project oversight in areas such as waste management and reduction and water pollution prevention.
 - Interprets, applies and explains a variety of policies, regulations and ordinances in person and over the telephone; assists contractors, homeowners and the public in completing forms; calculates fees and issues required permits.
 - Prepares bid specifications and contracts for landscape and tree maintenance and removal.
 - Prepares, reviews, and completes various reports, including City Council agenda reports and department-related documentation and correspondence.
 - Inspects work performed by contractors and Town staff; trains staff in safety procedures and the proper use of equipment and tools.
 - Reviews grant requests; researches and evaluates guidelines and costs and prepares grant proposals related to areas of assignment.
 - Prepares staff reports for and makes presentations to the Town Council and other Boards, Commissions and Committees; represents the Town in meetings with professional, educational, community, governmental and regulatory organizations.
 - Prepares a variety of educational materials, correspondence, reports, media releases, and revisions to ordinances, resolutions and awards.
 - Organizes and participates in special activities related to Arbor Day, tree planting and related functions.
 - Provides highly complex staff assistance to the Director of Public Works; develops and reviews staff reports related to assigned activities and services; may present information to the City Council and various commissions, committees, boards, and task forces; performs a variety of public relations and outreach work related to assigned activities.
 - Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management
- Principles and practices of budget development and administration.
- Policies, procedures, equipment, materials and supplies related to tree, part and landscape development and maintenance.
- Basic principles and practices of horticultural science and arboriculture.
- Methods of tree protection and preservation at construction sites.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Safety practices and procedures related to the work.
- Applicable laws, ordinances, codes and regulations.
- Computer applications related to the work.
- Methods, materials, and techniques used in the construction of public works projects.
- Standard office procedures and practices, including correct written English and the operation of standard office equipment.
- Practices of researching operations and maintenance issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.

- Techniques of effectively representing the Town in contacts with community groups and the public.
- Techniques for dealing with a wide variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Plan, organize, assign, review, and evaluate the work of consultants and contractors.
- Establish and maintain a variety of manual and computerized files, record keeping, and project management systems.
- Read, interpret, retrieve, and produce drawings, blueprints, maps, and specifications.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Inspecting trees and landscaped areas for conformance to ordinances, appropriate horticultural and arboricultural practices and mitigation requirements.
- Interpreting, applying, explaining and enforcing complex codes, regulations and procedures.
- Training Town staff and contractors in appropriate work procedures.
- Effectively representing the department and the Town in meetings with governmental agencies, community groups and the public.
- Maintaining accurate records and files.
- Using tact, initiative and sound independent judgment within general procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of four years of college or possession of a Bachelor's Degree in horticulture, arboriculture or a closely related subject and five years of experience in landscape, tree or park development or maintenance.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Certification as an arborist by the International Society of Arboriculture is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting, to inspect various Town locations, attend meetings and to operate a motor vehicle; strength to perform physical work in on an occasional basis; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect construction sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Must be willing to work overtime or respond off-hours to various emergency situations.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.