

FORESTRY SPECIALIST

DEPARTMENT : **LEISURE SERVICES**
SALARY :
FLSA : **NON-EXEMPT**
CIVIL SERVICE : **INCLUDED**
BARGAINING UNIT : **NON-BARGAINING**

GENERAL STATEMENT OF DUTIES

Professional position responsible for assisting with a variety of activities related to management of Waterloo's urban forest. The work is performed under the direction of the City Forester, but considerable leeway is granted for the exercise of independent judgment and initiative. No supervisory responsibilities.

EXAMPLES OF ESSENTIAL FUNCTIONS

(Illustrative Only)

These functions are considered essential for the successful performance in this job classification.

1. Responds to public inquires and complaints regarding tree maintenance issues.
2. Inspects, evaluates and inventories all trees within Waterloo's street rights-of-way and municipal properties including all parks and golf courses.
3. Maintains computerized database of condition and work history of all City trees.
4. Assists in preparing bid and contract documents for landscape and forestry equipment and supplies.
5. Assists in preparing bid and contract documents for landscape and forestry related projects.
6. Assists in preparing grant documents for landscape and forestry projects.
7. Attends and participates in department, Commission or other City meetings relating to landscape and forestry issues.
8. Prepares written reports and makes oral presentations to civic, school and other local groups.
9. Works with volunteers and youth groups on park and conservation-related activities.
10. Compiles reports, performs data entry and completes forms on personal computer using applicable software.
11. Assists in updating Leisure Services Forestry website.

12. Works independently and with others with limited supervision.
13. Attends work regularly at the designated place and time;
14. Performs all work duties and activities in accordance with City, Leisure Services and OSHA policies, procedures and safety rules.
15. Performs related duties as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Thorough knowledge of the principles and practices of urban forestry.
2. Ability to identify trees by genus and species.
3. Ability to identify common insects and diseases found in the urban forest.
4. Knowledge of the procedures, practices and principles used in bidding and contracting.
5. Ability to develop and review bid documents and proposals and make recommendations regarding contracts following City guidelines.
6. Ability to keep accurate and thorough records.
7. Ability to prioritize work, produce a quality work product within strict time lines and handle multiple tasks.
8. Ability to respond to questions, communicate effectively and maintain working relationships with other City employees, supervisors, Commission members, elected officials, the media and

the public tactfully and in a clear, concise and easily understandable manner.

9. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. Bachelor's Degree in urban forestry or closely related field with a minimum of one summer as an intern in urban forest management

OR

Associates Degree in forestry with a minimum of two years experience in urban forest management

OR

High school graduate/GED with a minimum of four years experience in urban forest management

OR

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work.

2. Iowa driver's license and good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation including habitual violator within the previous five year period; four or more citations for moving violations within the previous three year period excluding speeding violations of ten mph or less over the posted speed limit; three or more citations for moving violations within the previous one year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or

other major moving violation including habitual violator within the previous five years; two or more at-fault accidents within a three year period. An applicant's driving record will be reviewed prior to an offer of employment and at least annually after hire.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without accommodation:

1. Speech and hearing that permits the employee to communicate effectively with other employees, elected officials, the media and public in person or by telephone.
2. Personal mobility that permits the employee to operate a passenger vehicle safely, visit work sites, inspect City street trees and physically move to and from various Leisure Services parks and facilities.
3. Vision and manual dexterity that permits the employee to operate a personal computer, handle files and perform other administrative responsibilities.

MISCELLANEOUS

1. The City of Waterloo will conduct a background investigation including education, employment and criminal history checks on any applicant being considered for this position.
2. Following a conditional offer of employment, the City of Waterloo reserves the right to require a physical examination and a drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position.
3. Must submit to and pass Civil Service examination procedures including a panel interview.

WORK SCHEDULE

Generally 7:00 a.m. to 4:00 p.m. Monday through Friday with a one hour unpaid lunch. Occasional weekends, evenings and holidays. Must also be available for department or City meetings that require the attendance of the Forestry Specialist.