

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Arborist

**Department:** Community Development

**Pay Grade:** 510

**FLSA Status:** Exempt

**Job Code:** C415

#### JOB SUMMARY

The purpose of this classification is to interpret and enforce City tree preservation/protection ordinances through permit application and plan review, site inspections, and public education.

#### ESSENTIAL JOB FUNCTIONS

- Interprets, explains, applies and ensures compliance with provisions of City ordinances pertaining to tree preservation, tree protection, and tree replacement; initiates any actions necessary to correct deviations or violations.
- Reviews development plans and drawings, tree protection plans, and related documents in relation to tree preservation; verifies compliance of plans with tree preservation/protection ordinance; approves or disapproves tree plans as appropriate; discusses problem areas and corrective actions with applicants.
- Conducts site inspections during all construction stages to ensure compliance with approved plans relating to tree protection and tree replacement; evaluates condition/health of trees; determines hazardous conditions involving trees; investigate removal of trees without a permit; conducts compliance inspections of commercial properties one year after completion of construction.
- Provides technical assistance and information to developers, landscapers, property owners, the public or others regarding tree preservation/protection guidelines, ordinances, plan reviews, procedures, documentation, or other issues; meets with clients at sites or in office; responds to questions and complaints; researches problems/complaints and initiates problem resolution.
- Provides court testimony against persons cited for ordinance violations and offers expert witness testimony.
- Confers with other departments regarding trees that are threatening the right of way.

- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, and regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at community events.
- Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a City motor vehicle to complete daily tasks.
- Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a Bachelor's degree in Forestry, Horticulture or closely related field; two (2) years of experience in urban forestry, tree preservation, or code compliance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- Possession of an International Society of Arboriculture (ISA) Certification, or successfully obtain certification within one year of employment.
- Possession of Georgia Soil and Water Conservation Commission Level 1A and 1B certification within one year of employment.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

#### **Knowledge, Skills and Abilities:**

- Knowledge of and ability to interpret codes and zoning ordinance.
- Knowledge of land planning, cartography and development principles, practices and methods.
- Skill in interpersonal communication and the ability to interact with a wide variety of individuals, groups, and personalities in resolving development and application issues.
- Ability to use practical applications involving codes and zoning ordinances.

- Ability to learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, understand and interpret design drawings, site plans, construction specifications, maps, and plats.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

#### **PHYSICAL DEMANDS**

The work is light to medium which requires the ability to exert light to medium effort that involves walking or standing virtually all of the time. Work may involve some lifting, carrying, pushing and/or pulling of objects and materials of medium weight (20-50 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

#### **WORK ENVIRONMENT**

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, traffic hazards, bright/dim lights, or rude/irate customers.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*