



City of Pacific Grove
Established Date: 12/18/2013

ARBORIST

SUMMARY: Under general supervision, administers comprehensive program for the preservation and enhancement of city trees, and urban and community forests in the City of Pacific Grove, according to City ordinances, policies and goals.

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Serves as City Arborist; provides public outreach, technical information, and community participation programs; addresses public concerns and questions, and explains City codes and policies.
- Administers urban forestry grants to meet the goals of the City; develops plans and activities in compliance with state and federal regulations, and City codes, policies, and procedures.
- Actively manages urban resources to help the City become more sustainable by reducing the negative impacts on the ecosystem from urban development.
- Enforces City ordinances and policies governing arboriculture and urban forestry programs, including tree preservation practices, street tree planting, and tree removal and replacement; reviews and approves special requests and project plans, and inspects projects as needed.
- Develops City ordinances and policies relating to arboricultural and urban forestry practices.
- Confers with architects, developers, contractors, and utility companies to discuss City programs and projects, and tree preservation techniques.
- Prunes city-owned street trees for long-term health.
- Provides professional evaluations and reports as appropriate; manages contracts as assigned.
- Coordinates conservation issues with other departments, community groups, and regional agencies; attends public meetings and presents information on urban forestry issues; interprets and explains City codes, policies, procedures, rules and regulations.
- Reviews and prepares environmental compliance documents.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Forestry, Earth Sciences or closely related field; AND three years of arboriculture program experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Federal and state regulations and City codes governing urban forestry programs.
- Principles of community development, and permitting.
- Principles, practices, and procedures for effective urban forestry management.

- Grant application process, and operational and financial rules for grant programs.
- Project planning and management principles
- Principles of record keeping, records management, and contract management

Skill in:

- Analyzing urban forestry issues, evaluating alternatives, and developing recommendations.
- Interpreting and applying state and federal regulations, and City codes and policies.
- Developing, interpreting, and communicating policies, procedures, and objectives.
- Enforcing standards and regulations with tact and diplomacy, and applying tree appraisal techniques.
- Researching and analyzing the factors and components affecting community planning projects.
- Collecting, organizing, analyzing, and presenting data and information.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License and ISA Certification is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment and outdoors at work sites throughout the City.