

Urban Forester

Grade 54

Salary: \$6,049 - \$7,368 per month

Location: WRS Office at South Puget Sound Community College

Job Type: Full Time

Job Number: TBD

Department: Water Resources & Sustainability

Opening Date: TBD

Closing Date: TBD

The City of Tumwater Water Resources & Sustainability Department seeks a qualified individual to fill the position of Urban Forester. This position leads efforts to maintain and enhance the City urban and community forest including planning, implementing, coordinating, and operation of urban forestry initiatives and programs. Provides technical expertise on public and private tree-related concerns and is responsible for implementing the City Urban Forestry program. The selected individual will assist with the administration of a broad range of local land use and development codes and support city planning and policy development with technical expertise in urban forestry. This position is expected to spend approximately 60% of their time in an office and 40% of their time in the field.

Essential Job Duties

Join our team of dedicated public servants and make a difference.

The essential functions of this position include, but are not limited to:

1. Leads and implements programs to maintain and enhance the City tree canopy including tree planting and distribution programs
2. Supervises tree planting and maintenance as required
3. Provides technical expertise to internal and external stakeholders on urban forestry-related issues as needed
4. Supports Code Enforcement, landscape plan review, ordinance development, inspections, and other land use planning related to trees
5. Supports advancing best practices in Urban Forestry including Right Tree Right Place
6. Conducts education and outreach on urban forestry topics
7. Maintains records, prepares and presents written and oral reports on urban forestry
8. Performs field site visits to conduct tree assessments on City properties
9. Understand and administer tree, soil and native vegetation protection and replacement standards to land development applications such as site plans, land use review, civil engineering, and building permit applications
10. Assist in implementing the City Urban Forestry Management Plan, including any future updates
11. Promote the proper management of trees on City-owned properties (including but not limited to right-of-way)
12. Serve as an alternate Staff Liaison to the Tumwater Tree Board and other urban forestry policy and technical teams
13. Prepare staff reports and other documents that clearly and accurately convey complex information to the public, advisory commissions, and City Council
14. Maintain the City Tree City USA accreditation and tree inventory data
15. Visits nurseries and selects trees for mass planting projects throughout the City

16. Manages the River Foundation grant and all deliverables therein that funds the Urban Forestry Work
17. Assists in conducting field surveys to inspect trees and other plant material to determine quality, rate of growth, and insect and disease damage and recommends treatment plans to correct problems identified as needed
18. Estimates the extent and cost of injuries to trees subjected to environmental damage and submits to supervisor for inclusion in the City budget
19. Coordinates volunteer tree-planting events with the City Volunteer Coordinator and Water Resources Specialist (Habitat & Outreach)
20. Provides professional horticultural and landscape advice to citizens, departments, and agencies as needed
21. Directs, supervises, and trains staff engaged in forestry activities
22. Coordinates and administers the City Heritage Tree program

Performs related duties and responsibilities as required.

Selection Criteria

Knowledge, Skills, and Abilities

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Knowledge of current urban forestry practices and procedures
2. Knowledge of applicable City Ordinances, policies, procedures, rules, and regulations related to trees and landscaping
3. Skill of active listening
4. Skill of coordination with others
5. Project management
6. Thorough knowledge of modern office practices, procedures, software and equipment.
7. Ability to maintain effective, courteous, and tactful public relations with elected officials, management, staff, and the general public.

Message to potential applicants: Studies have shown that some potential applicants are less likely to apply for jobs unless they believe they meet every one of the items or tasks listed in a job description. We are most interested in finding the best candidate for the job, and we understand that the best candidate may be someone who will learn some tasks on the job. If you are interested in this position, and have the minimum qualifications, we encourage you to go ahead and apply! Feel free to think about how you will bring your own set of skills to the role and tell us about the potential that you hold.

Minimum Qualifications:

Four-year degree in forestry, ecology, arboriculture, horticulture, Planning or closely related field and three years of related experience required. Additional qualifying experience of completion of coursework at an accredited college or university in a job-related field, may substitute on a year-for-year basis one year of the required experience.

International Society of Arboriculture (ISA) Arborist Certification or the ability to attain ISA Arborist Certification within 6 months of hire. The Urban Forester must maintain this credential for the duration of their employment at the City of Tumwater.

Preferred Qualifications:

1. A valid Washington State Driver's License may be required
2. Preferred credentials include the following: ISA Certified Arborist Municipal Specialist, ISA Tree Risk Assessment Qualification, and/or American Society of Consulting Arborists Tree Plant Appraisal Qualification. The Urban Forester must maintain this credential for the duration of their employment at the City of Tumwater.

Contacts: This position will have significant daily contact with the public for the purpose of information-sharing and problem resolution. Due to the subject matter, some contacts may be confrontational, requiring the Urban Forester to explain City policies and procedures in a professional, concise, and respectful manner. The Urban Forester will also have daily contact with other City staff for the purpose of information sharing, work coordination, and problem resolution. Additional contacts with public officials are for the purpose of information gathering and project definition. Contacts with public officials are usually held in a public meeting forum.

Supervision: May assist in the training and/or supervision of less experienced staff. However, general supervision is not required as a part of this job.

Accountability: The Urban Forester reports to the Sustainability Coordinator under the guidance of the Water Resources & Sustainability Department Director. The Urban Forester is accountable for completing all assigned work in a timely, professional manner.

Working Conditions: The Urban Forester will generally work in an office with a significant portion of time spent performing duties out-of-doors completing site investigations. Investigations require working on construction sites, rough terrain, in wetlands, boating and being in the proximity of heavy equipment. Frequent travel and attendance at meetings and conferences, both during regular working hours and in the evening are required. This position may require attendance at regularly scheduled night meetings once per month.

The City of Tumwater is an Equal Opportunity Employer (EOE), committed to a diverse workforce. Women, minorities and people with disabilities are encouraged to apply.