

Date: Friday, July 31, 2026

To: Finance Committee

From: Ryan Schmidt, Director

RE: **Reclassification and Pay Grade Adjustment – Arborist I
Job Title Change – Arborist II Crew Lead**

The primary purpose of this memo is to request that the Finance Committee's approval for the reclassification and corresponding pay grade adjustment of one current Parks Maintenance Technician position to newly created Arborist I position. As the Parks, Recreation and Forestry Department continues to evolve and the workload of properly caring for the City's urban forest increase, our Department has evaluated staffing needs and the responsibilities associated with tree care and maintenance. This review identified the need to transition one existing Parks Maintenance Worker staff into an Arborist I position to better support current and future operational requirements within our Department.

If approved, the Arborist I position will perform specialized work involving tree planting, pruning, removals, inspections, and maintenance throughout the City of Watertown. In addition to general parks maintenance responsibilities, the position requires technical knowledge in the safe operation of arborist equipment and the ability to identify and address tree health and safety concerns to keep Watertown Park System and boulevard trees thriving.

The position has been reviewed internally and an updated job description has been created to accurately reflect these specialized duties and the increased level of responsibility required for one to be a successful Arborist I within our Department. This reclassification aligns the position with the department's operational needs while providing a clear career progression within the Parks Division.

The updated job description and supporting documentation were submitted to McGrath Consulting for evaluation. McGrath Consulting has recommended assigning the Arborist I position to pay grade of 130.

Secondly, McGrath has graded our Department's Arborist II Crew Leader position at the grade of 135. Our Department Team Member who is currently assuming the role of Arborist II Crew Lead is currently being paid at grade 135; there are no financial implications to this job title change.

This reclassification and job title change will provide:

- Appropriate alignment between job duties and title
- Competitive and appropriate compensation for the specialized skills required as an Arborist I
- Improved ability to recruit, develop, and retain qualified staff
- Consistency with the City's compensation structure as approved by McGrath

I am requesting that the Finance Committee approve the reclassification of the Parks Maintenance Worker position to Arborist I and adopt the recommended placement at Pay Grade 130 and implement the Job Title Change for the Arborist II Crew Lead.

Attached are the Park Maintenance Worker job description and drafted Arborist I job description.