

CITY OF WATERTOWN POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: January 24, 1997

REVISED: April, 2026

Title: Arborist (I) **Department:** Park, Recreation & Forestry **FLSA Status:** Nonexempt

General Summary:

Performs a wide variety of forestry duties on City streets, in City parks or other properties to include but not be limited to, planting and transplanting, pruning, removal, maintaining, fertilizing, treating and repairing of trees and shrubs. Assists in the layout of new plantings and pruning schedules, surveys, inventories, tree condition assessment, and general park maintenance.

Reporting Relationships:

Work is performed under general supervision of Maintenance Supervisor or in supervisor's absence the forestry or park lead worker.

Specific Accountabilities:

1. Performs all aspects of forestry duties including trimming, planting and transplanting, pruning, removing, cultivating, fertilizing, treating and repairing of trees and shrubs.
2. General care and maintenance of all assigned equipment.
3. Prepare all necessary records of work performed in GIS.
4. Diagnose and treat insect/disease problems.
5. Use hand and power tools as required.
6. Operate aerial trucks, chippers, stumpers, loaders and trucks.
7. Skilled in roping and rigging techniques.
8. Operate power mowers, tractors, loader and trucks.
9. Check to ensure that mechanical repairs and maintenance work on all types of equipment is performed.
10. Assist with snow removal operations.
11. May work in confined spaces.
12. May assist with all park operations.
13. May assist with other interdepartmental operations.
14. Respond to emergency tree damage (storms).

Required Knowledge, Skills and Abilities:

High school graduation (or HSED equivalent), (Arborist I, one year experience in the operation of light and some medium equipment or bucket truck experience, one year experience in basic forestry operations including chain saw operation). Must obtain within 3 years a Wisconsin Certified Arborist certification. Must have the ability to secure and maintain a Wisconsin Pesticide Certification Category 3 (ornamental and turf). Must possess or obtain within six months as well as maintain a Commercial Drivers License with B and C endorsements and N preferred but not required and have an excellent driving record. Must have the ability to successfully complete a pre-employment post offer physical to include drug and alcohol screen upon hire, and random drug and alcohol screens thereafter. Must provide the city with all information regarding previous employer's drug and alcohol screens. Must have equivalent combination of education, experience and training that provides the following knowledge, skills and abilities:

- Considerable knowledge of materials, methods, practices, techniques and equipment used in tree maintenance, pruning and removal.
- Ability to use applicable climbing apparatus and to tolerate considerable heights.
- Ability to use chain saws, ropes, ladders, hand tools, bucket truck and power equipment.
- Knowledge of the use of common insecticides, fungicides and fertilizers.
- Ability to interpret plans and specifications.
- Ability to keep accurate records.
- Skill in the techniques of snow removal to include plow operation.
- Ability to perform light to heavy physical tasks under varying weather conditions.
- Ability to understand and carry out instructions.
- Ability to lift and carry up to 50 lbs.
- Ability to remain drug and alcohol free within the guidelines of the law
- Ability to work in confined spaces. (Training will be provided)
- Ability to establish and maintain effective working relationships with supervisors, coworkers and the public.
- Thorough knowledge of the hazards of tree work and the ability to work safely.
- Working knowledge of occupational hazards and ability to work safely and take precautions for safe operation of motor driven equipment; including operation over rough, slippery, or unstable surfaces.
- Ability to obtain and maintain First Aid and CPR Certification.
- Ability to perform light to heavy physical tasks under varying weather conditions.
- Ability to operator power mowers, tractors, loaders and trucks.
- Ability to supervise less experienced staff members and seasonal employees.
- Ability to obtain and maintain Line Clearance Tree Trimmers Certification.