

Job Description Questionnaire

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1		DEMOGRAPHIC INFORMATION	
Employee Name	Vacant	Employer Name	City of Watertown Parks, Recreation, & Forestry
Job Title	Arborist/Bucket Truck Operator	Work Location	City of Watertown
Department	Parks, Recreation, and Forestry	Division	Forestry
Full-Time / Part-Time	FT	Part-Time (Hrs per Wk)	
Supervisor Name	Jeff Doyle/Ryan Thurow	Supervisor Title	Parks Supervisor/City Forester

SECTION 2

DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. *(Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.)* To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

Frequency Codes: Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Primary Duties	Frequency	% of Annual Total Time
Performs all aspects of forestry duties including trimming, planting, and transplanting, pruning, removals, fertilizing, treating, and repairing of trees and shrubs.	D	15%
Diagnose and treat insect/disease problems.	Q	5%
Performs roping, rigging, and safety procedures during tree removal	W	10%
Operate chain saws, ropes, hand tools and power equipment.	D	20%
Operate aerial trucks, chippers, stumpers, loaders, dump trucks, etc.	W	20%
Maintains certifications and performs duties as a bucket truck operator under the supervision of the City Forester	W	15%
Performs trouble shooting on assigned equipment as needed.	N	
Performs general care and maintenance of all types of equipment	D	5%
Operate City's GIS program and maintain tree inventory records.	D	10%
In the City Forester absence, responsible to direct work for full time staff members and seasonal employees.	N	

SECTION 3

TOOLS AND TECHNOLOGY

Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:

Bucket Truck, chippers, stumpers, loaders, dump trucks, power mowers, tractors, trucks, Geographic Information System (GIS), Ipad, desktop, outlook email, office 365

SECTION 4**JUDGMENTS / DECISION-MAKING**

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Electrical lines in trees	Roping/Rigging	Bucket Truck/Forestry Equipment	City Forester
Downed Tree in Roadway	Close road to clean up tree	Bucket Truck/Forestry Equipment	City Forester
Hanging limb from tree	Roping/Rigging	Bucket Truck/Forestry Equipment	City Forester
Tree fallen in water			

SECTION 5**WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS**

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
City Forester	Work together daily and direction is given from them.	They plant, trim, transplant, prune, remove, fertilize, treat, and repair trees/shrubs.
Park Supervisor	Daily tasks are provided by them.	To have direction on which section of the city we are working in.
Gen. Laborers	Provide tasks to and they assist Arborist and City Forester.	Forestry Dept is two people and for safety purposes three to four are needed to do a job securely.

SECTION 6**SUPERVISION / MANAGEMENT**

Please indicate the type of responsibility you have as it pertains to leading others.

Area of Action / Responsibility	Yes	No	Provides Input
Screen / Interview Applicants		X	X
Hire / Promote Employees		X	
Provide Written/Verbal Warnings		X	
Suspend Employees		X	
Terminate Employees		X	
Prepare Work Schedules For Others	X		X
Project Management	X		X
Provide Work Direction For Others	X		
Evaluate Performance Of Others		X	
Counsel Employees		X	
Train Employees (As Part Of The Normal Duties Of The Job)	X		X
Approve Overtime		X	
Approve Time Off Request For Others		X	
Develop / Implement Policies		X	
Do you <u>directly</u> supervise any employees? <i>If yes, please list the number of FTEs and job titles of those employees below:</i>		X	
Job Title	# of FTEs		

SECTION 7		WORK ENVIRONMENT / PHYSICAL REQUIREMENTS			
Please indicate the amount of time typically spent in the following categories.					
Physical Requirements	[Place an "X" in the appropriate cells]				
	N/A	Rarely	Occasionally	Frequently	

Carrying/Lifting 10 - 40 Pounds				X
Carrying/Lifting > 40 Pounds				X
Sitting				X
Standing / Walking / Climbing				X
Squatting/Crouching/Kneeling/Bending				X
Pushing / Pulling / Reaching Above Shoulder				X
Work Environment	N/A	Rarely	Occasionally	Frequently
Indoor/Office Work Environment		X		
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)				X
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)				X
Outdoor Weather Conditions				X
Hazardous Fumes or Odors / Toxic Chemicals			X	
Confined Spaces (as identified by OSHA)			X	
Close Proximity to Moving Machinery / Equipment				X
Bodily Fluids / Communicable Diseases		X		
Working Alongside Moving Traffic on Roads				X
Electrical Hazards			X	

SECTION 8	ADDITIONAL EMPLOYEE COMMENTS
Please identify any other information that would help someone else understand your job more clearly:	
<p>This position will require an individual who is highly skilled at forestry bucket truck operations for the purpose of tree removals while being efficient at roping and rigging, working around electrical powerlines, at high elevations, operating a chainsaw, and cutting limbs over houses and obstacles all while overseeing the safety of staff equipment and self. This position will also be required to lead crews on tree removals/job sites, respond to storm damage, perform tree evaluations along with tree risk assessment.</p> <p>The purpose of this position is to have a second certified arborist for the city of Watertown. This investment into the forestry program will be a crucial asset in the overall management of Watertown's urban forest. Having a second skilled bucket truck operator will increase the efficiency of removals and increase the safety of forestry operations. Additionally, a skilled arborist will be an important role in storm damage events or post crisis situations.</p>	

--

TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

SECTION 9

SUPERVISOR INFORMATION

Supervisor Name	Jeff Doyle	Supervisor Title	Park Supervisor
-----------------	------------	------------------	-----------------

SECTION 10

EDUCATION REQUIRED FOR HIRE

Level of Education (Select one with an "X")		Field(s) of Study
	Less than High School Education	n/a
	High School Education (or Equivalent)	X
	One Year Certificate (or Equivalent)	X
	Associate's Degree (or Equivalent)	
	Bachelor's Degree	
	Master's Degree	
	Professional Degree (Law, Medicine, etc.)	
	PhD w/ Dissertation	
	Other: CDL with B&C endorsements and air brake restrictions	X

Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):

--

SECTION 11

TOTAL EXPERIENCE REQUIRED UPON HIRE

[Place an "X" in the appropriate cells]

No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
			X				

Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):

--

--

SECTION 12		CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB	
List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
ISA Certified Arborist	Training		X – 1 year
CDL B&C endorsed with Air Brakes			X – 6 months
Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):			

SECTION 13		SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS
In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.		
JDQ Section	Comment / Clarification / Addition	
2	Highly skilled in bucket truck operations for efficiency at roping, rigging, working around electrical powerlines, high elevations, cutting limbs over houses and other obstacles while overseeing the safety of staff, equipment and self.	
12	They must have or obtain an ISA Certified Arborist certification	

To Be Completed By Administrative Designee

SECTION 14

SUPERVISOR INFORMATION

Administrative Designee Name

Administrative Designee Title

SECTION 15

ADMINISTRATIVE COMMENTS / CORRECTIONS / ADDITIONS

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

JDQ Section	Comment / Clarification / Addition