TREE MAINTENANCE SUPERVISOR

DEFINITION
Under general supervision, participates in and supervises staff engaged in the maintenance, removal and installation of trees.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
• Schedules, assigns and oversees work activities including tree maintenance, planting and tree removal;
• Applies pesticides for the removal of tree pests and diseases;
• Monitors and reviews progress, efficiency and quality of work activities;
• Supervises and trains staff in the use of equipment, tools and safety regulations;
• Maintains inventory of tree maintenance equipment and supplies;
• Implements and enforces divisional rules, policies and procedures.
• Prepares bid specifications and purchase requisitions for materials, supplies and equipment;
• Prepares staffing, time and material estimates required for tree maintenance-related projects;
• Completes and maintains records and reports for the tree maintenance division;
• Responds to complaints or concerns regarding tree maintenance activities, damaged trees and unsafe conditions; develops, implements and explains the city’s tree maintenance and replacement program.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
• Knowledgeable of tree maintenance practices and procedures, occupational hazards and safety guidelines and of budgeting and purchasing process and procedures
• Skilled in prioritizing and scheduling tree maintenance activities, providing and following oral and written instructions and in establishing and maintaining effective working relationships
• Ability to train and supervise work activities, delegate and enforce safety and other division rules and procedures, effectively communicate verbally and in writing.
• Proficient in the use of electronic devices and computer software necessary to complete assigned duties.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing, bending and lifting up to 20 pounds. Incumbents may be exposed to repetitive motion, vision to monitor, extreme temperatures and weather, moving traffic, heights, hazardous chemicals and pesticides, unstable surfaces, and tree trimming tools and machinery.

QUALIFICATIONS
A high school diploma or equivalent, AND five (5) years experience in tree maintenance including two (2) years at a lead worker or senior level OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver’s License. May be required to obtain and maintain a certified application license for the application of pesticides.