

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF URBAN FORESTER IN THE PUBLIC WORKS DEPARTMENT AND ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION.

WHEREAS, it has been recommended by the Human Resources Committee that a job description for the position of Urban Forester be adopted.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF
THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the specifications, responsibilities, and duties applicable to the position of Urban Forester shall be as shown in the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which resulted in such formal actions, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 3: That this Ordinance shall be in full force and effect from and after the earliest period allowed by law.

PASSED: 4/24/2023

/s/ Martin E. O'Donnell

President of Council

POSTED: 4/28/2023

APPROVED: 4/25/2023

ATTEST: /s/ Valerie E. Rosmarin

Clerk of Council

/s/ Gregory J. Zilka

Mayor

CITY OF AVON LAKE

POSITION DESCRIPTION

Urban Forester

Job Title: Urban Forester

Department: Public Works

Immediate Supervisor: Public Works Director or designee

Positions Supervised: As assigned.

FLSA Status: Non-Exempt

Bargaining Unit: N/A

Civil Service Status: Unclassified

JOB RESPONSIBILITIES

The Urban Forester shall develop and promulgate rules and regulations under the authority of Avon Lake ordinances, rules and regulations established for the care of the City's tree and greens planting and maintenance program within the City's jurisdiction. Plans, organizes, contracts, and directs the installation and maintenance of public trees in the City right-of-way, bike paths, parks, public green spaces, and municipal facilities as necessary to implement the City's Master Urban Forest Plan. Provides guidance and direction to any assigned employees, contractors, and volunteers supporting this work and is directly responsible for the planting, removal, pruning, watering, health, care, protection, and maintenance of street trees and other public trees. Supervises City personnel in the execution of Urban Forestry and arboriculture duties and other matters relative to landscape maintenance.

Provides staff support for the Tree Commission and assists in cultivating their skills and contributions to the City of Avon Lake by attending monthly meetings, attending educational programs together, communicating regularly, and requesting input about budgets, specifications, and the urban forestry program. Works with the Tree Commission to develop, maintain, annually review, and update Avon Lake's Urban Forest Management Plan, Tree Commission Ordinance, and Tree Ordinance.

Establishes tree planting, pruning, removal, and care specifications and standards for use with municipal trees for both public crews and contractors. Assists with the contract development, bidding, specifications, and oversight for contractual work related to all public tree care activity.

Organizes, schedules, and oversees the City's tree care maintenance program, performed by public crews or contract, with coordination from Engineering with the Street Tree Program. Must be able to inspect and directly supervise all tree-related work, particularly for special projects, volunteer work, and engineering activity.

Urban Forester must be skilled in tree identification, pest and disease diagnosis and management, tree risk assessment and reporting on field observations for the Tree Commission, direct supervisor, City Council, and the Mayor. Works with various civic and professional organizations in coordination with the Tree Commission marketing efforts. Attends department and public meetings, presenting information regarding urban forestry and arboriculture issues. Coordinates with various departments for all work that impacts trees and Avon Lake's urban forest. Provides guidance to City personnel and contractors on landscaping issues for development and construction areas within Avon Lake.

Maintains computerized survey data and inventory to ensure accuracy and safety of all municipal trees on public rights-of-way and utility easements. Organizes and oversees all urban forest management recordkeeping and interfaces with the Tree Commission, Administration, City Council, and other City officials on a regular basis.

Maintains recordkeeping including correspondence, inventories, purchases, vendor communication, management plans, policies, contracts, tree care activity, and time keeping. Maintains tree inventories as requested by City officials and tracks such inventories in a database utilizing appropriate technologies. Keeps all records and official documents for Avon Lake's Tree City USA.

Receives, tracks, and responds to emergency work following all requirements for emergency work as outlined in the current collective bargaining agreement.

Responsible for development of annual department budget; oversees purchases of materials, equipment, and supplies, monitors expenditures.

Searches and recommends grants for submittal pertaining to tree maintenance, planting, inventory, and tree education programs.

QUALIFICATIONS

- Knowledge of urban forestry practices and protocols.
- Knowledge of botany, agriculture, groundskeeping, horticulture and other science disciplines.
- Bachelor's degree in Urban Forestry, Forestry, Horticulture, Landscape Management, or other related disciplines required; Urban Forestry and Forestry degrees will be favored over other degrees.
- Minimum of five (5) years' experience working in urban forestry or related position; and thorough working knowledge of materials, methods, and best management practices.
- Licenses required: Driver's License from state of residency; Commercial driver's license, Class A preferred but not required; Ohio Public Operator's license for pesticides, fertilizers, and other chemical applications; within six (6) months of appointment must secure certification as an International Society of Arboriculture (ISA) Certified Arborist; Tree Risk Assessment Qualified (TRAQ) within 2 years of employment.

Ability to communicate effectively and diplomatically both orally and in written form(s) including an annual oral and written report on the state of the urban forest as well as updates on tree inventories; Ability to tailor communication style(s) to meet the audience including federal, state, and local entities; elected officials, community volunteers, potential developers, City staff and public.

PHYSICAL REQUIREMENTS

This work is subject to outside environmental conditions, extreme temperatures, loud and continuous noisy conditions, vibrations, hazards, and atmospheric conditions.

Work may be necessary during non-business hours and will follow all provisions of the current collective bargaining agreement.

Specialized arboriculture equipment knowledge is necessary for work oversight. Knowledge of arboricultural safety standards is required.

Dangerous working conditions around construction sites, storm damage, and tree care is likely.

Ability to balance, stoop, kneel, crouch, crawl, reach, stand, push, pull, lift, grasp and perform repetitive motions.

Intermediate physical activity including lifting, bending, standing, reaching, etc. Working conditions include loud, dusty environments and hazardous chemicals.

All applicants must pass a background screening, drug test, and possess a valid Driver's License from State of residency.

Salary range - As determined by Codified Ordinances.

Benefits - As determined by Codified Ordinances.