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| CITY OF CEDAR RAPIDS POSITION PROFILE | JOB CODE #/TITLE: NB359 Arborist/Landscape Architect |
| POSITION #/TITLE: 2422 Arborist/Landscape Architect | Adopted: 05-07 |
| | Revised: 08-16 |

POSITION DESCRIPTION

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| Dept /Division: Parks & Recreation | Manager Level: Program Administrator |
| Salary Plan/Description: NBU/Non-Bargaining Unit | Salary Grade: 12 |
| Reports To Position #/Job Code #/JC Title: 2425/NB361/Parks & Recreation Director | Dotted-line Reports To Position #/Job Code #/JC Title: |
| FLSA Status: Exempt | City Overtime Status (Employee Type): Non-Exempt (Exception Hourly) |
| Physical Demand Rating: Light | Work Environment: Controlled |
| Pre-employment Testing: Drug and health screening after contingent offer. | Position Testing: Job fit assessment |
| Personal Protective Equipment: None | |

General Statement of Duties

Program administrator for the City’s urban forest and serves as the City Forester under Cedar Rapids Municipal Code. Provides technical guidance for the City’s Forestry operations, including managing city-wide standards for forestry and landscape architecture and construction management elements of public works projects; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Develops and monitors processes, which maintain a healthy urban forest;
Coordinates, maintains and originates Forestry related ordinances for the City;
Coordinates, maintains and develops planting and maintenance specifications for the City;
Recommends City tree planting plans to the Parks & Recreation Director;
Coordinates, and arranges Forestry public events such as Arbor Day, Trees Please, grants and community plantings;
Coordinates, and submits the Tree City USA applications and awards;
Coordinates City tree care with engineering construction projects;
Enforces City landscape code requirements for rezoning;
Consults with the public to investigate appropriate forestry work and explain the necessary course of action;
Ensures safe distances between woody vegetation and streets, traffic signs, parks etc.;
Program manager for the preparations of the Emerald Ash Borer invasive species damage;
Recommends candidate ash trees that meet the requirements of the Iowa DNR/Iowa State Extension Service for removals;
Performs planning, data collection and reporting activities of the Forestry operations as requested;
Reviews and makes technical recommendations on public tree work requests as requested by Parks & Recreation Department;
Determines unsafe trees and/or tree limbs for removal from public contact;
Reviews Police, Traffic and Engineering requests for tree safety work as requested;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of horticultural principles and practices;
Comprehensive knowledge of tree care, including the use of common insecticides, fungicides and fertilizers;
Comprehensive knowledge of tree biology and the common and botanical names of trees found in Iowa or those which may be transplanted to the area;
Thorough knowledge of insects, parasites and diseases which attack trees and of the chemical and biological methodologies for controlling such attacks;
Thorough knowledge of the hazards and safety precautions of tree cutting, pruning and chipping;
Thorough knowledge of landscape planning, design and implementation;
Ability to establish tree value damage and loss;
Ability to recognized hazardous location of trees or tree limbs;
Ability to operate tree planting and removal equipment;
Ability to use hand and power tools;
Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions on forestry related issues;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from a college or university of recognized standing with a Bachelor's Degree in Forestry or a closely related field; and
Considerable experience in forestry or landscape design; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Certified Arborist or Licensed Land Architect.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hard copy form;
Sufficient manual dexterity, which permits the employee to operate a keyboard and produce handwritten materials and notations;
Sufficient personal mobility, which permits the employee to visit various and other work stations in the City and attend a wide variety of work sites within the City.