

CITY OF SHAKER HEIGHTS
Position Vacancy Announcement
FOR IMMEDIATE POSTING

October 30, 2017

Job Title: Superintendent – Arborist/Utility Coordinator
Department: Public Works
Salary Range: \$63,300 – \$75,243 DOQ
Application Deadline: Open until filled

GENERAL DEFINITION OF WORK:

Performs difficult technical and administrative work overseeing activities related to the daily operations of an urban tree management plan. Performs utility coordination in Right of Way (ROW) and project oversight in ROW. Work is performed under general supervision of the Director of Public Works. Supervision is exercised over assigned crews.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, coordinates, supervises and participates in the maintenance and care of city-owned trees and utility work in ROW; prepares and maintains appropriate records; prepares reports.
- Plans, organizes, directs and inspects the work of tree-trimming crews and other employees engaged in the care of city-owned trees; trains, orients, and advises employees regarding operations, related procedures, safety and use of equipment.
- Coordinates with any/all utilities working in the ROW. Works with utility companies and provides updated project information and schedules.
- Monitors tree maintenance standards within accepted arboriculture practices; identifies deceased elm and other trees; establishes tree trimming and removal priorities and schedules; reviews work orders, and schedules personnel and equipment in accordance with job requirements; provides instruction, oversees work, and ensures all projects are completed as scheduled.
- Identifies safety hazards caused by trees and shrubs; investigates reports of hazards and other nuisances on private property; notifies homeowner, and inspects area to determine if problem has been abated; oversees correction of hazardous conditions.
- Development of plans to solicit an RFP to create a City master tree plan; marks planting sites; and checks for underground utilities.
- Oversees leaf collection operations.
- Oversees preventative maintenance on equipment, and ensures equipment is in proper working condition; maintains records of activities and supplies; maintains inventories, and orders supplies and equipment as needed.
- Represents the City and department on the Tree Advisory Committee and at council meetings and other community meetings; prepares and presents reports as required.
- Project management such as pavement marking for the city.
- Keeps abreast of developments and new techniques and equipment in urban forestry and arboriculture; researches tree diseases and insect pests.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, practices, equipment, tools and materials used in the planting, care and maintenance of trees; thorough knowledge of principles and practices of urban forestry and/or arboriculture as applied to cities, parks and public grounds areas; thorough knowledge of trees grown in the area including their planting time and soil requirements; thorough knowledge of hazards and necessary safety precautions involved in urban forestry; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with City officials, associates and the general public; ability to prepare reports and maintain records; ability to use tree maintenance equipment.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in arboriculture, urban forestry, horticulture or a related field and 10 years of experience in horticulture or urban forestry including supervisory experience.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Ohio; certification as an Arborist by the International Society of Arboriculture is desirable.

The City of Shaker Heights does not hire individuals who use or test positive for tobacco or nicotine products.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

PLEASE SEND CITY APPLICATION AND/OR RESUME TO THE CITY OF SHAKER HEIGHTS HUMAN RESOURCES DEPARTMENT, 3400 LEE ROAD, SHAKER HEIGHTS, OH 44120.

E-mail: human.resources@shakeronline.com Application available online at shakeronline.com

EOE

Revised 10/17