

ASSISTANT ARBORIST

DISTINGUISHING FEATURES OF THE CLASS: The Assistant Arborist will assist with promoting and maintaining the health and vitality of the City's urban forest. The incumbent performs professional forestry functions in the field and office. This includes managing and overseeing Albany's Block Pruning program, contract management, contractor management and grants management. The work is performed under general supervision of the City Arborist with leeway allowed for the use of independent judgment in accordance with established policies and procedures. Supervision of subordinate staff and/or contractors may be required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs advanced professional forestry functions in the field and office.
- Oversees contract award process;
- Manage all aspects of the forestry contracts management, including staff, RFP, contracts, budgets, operations, reporting, policies and procedures;
- Serves as point of contact and administrator for US Forest Service IRA Grant for block pruning/routine maintenance;
- Supervises and participates in reforestation projects;
- Provide regular updates on the status of various projects and programs and ensure that projects advance in a timely manner;
- Supervises workers and participates in the spraying, pruning, planting, removal and repairing of trees;
- Develops the scope of work and technical specifications for contracted routine maintenance (i.e.: Block Pruning);
- Plans Block Pruning cycles, schedules and monitors contractor activities;
- Consults with contactors on a regular basis throughout block pruning cycles;
- Enforces standards for block pruning and ensures contract compliance;
- Updates the City's Tree Inventory as work is performed;
- Monitors and produces reports on budgets, productivity, accomplishments and program status updates.
- Receives and responds to public concerns related to Block Pruning operations.
- Complies with and ensures compliance with Departmental policies and procedures.
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles and practices of forest management and tree removal;
- Good knowledge of tree physiology and pathology;

- Good knowledge of local, State and Federal laws, ordinances, codes and regulations related to urban forestry;
- Working knowledge of practices and equipment associated with the maintenance and care of trees, particularly those common in the Northeastern United States;
- Knowledge of ANSI A-300 and Z-133 standards of practice & operation;
- Ability to use forestry, tree pruning and removal equipment;
- Ability to carry out written and oral instructions;
- Ability to communicate effectively with diverse groups including elected officials, various levels of City management and members of the public;
- Ability to train and supervise both labor class and technical employees;
- Ability to communicate effectively both orally and in writing, including the ability to communicate complex and technical information in a simple, clear and straightforward manner, including the use of graphs and tables as needed;
- Ability to work outdoors in all weather conditions typical to the region including heat, cold, rain, and snow;
- Willingness to work out doors;
- Tact, courtesy, dependability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A.** Graduation from a New York State registered or regionally accredited college or university with a Bachelor’s Degree (or higher) with specialization in forestry, forest management, tree maintenance or a closely related field and one (1) year of related experience ; **OR**
- B.** Graduation from a New York State registered or regionally accredited college or university with an Associate’s Degree with specialization in forestry, forest management, or tree maintenance and three (3) years of experience in forestry, natural resources management or tree maintenance; **OR**
- C.** Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in forestry, natural resources management or tree maintenance; **OR**
- D.** Any equivalent combination of training and experience as defined by the limits of (A) through (C) above.

SPECIAL REQUIREMENT:

- A valid NYS Driver’s License is required at the time of appointment and for the duration of employment
- Possession International Society of Arboriculture (ISA) Certified Arborist Designation

NOTE: Position may require ability to work Saturdays, Sundays, and holidays; and able to work shift assignments during the day, evening and nights.