

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Arborist Trainee</u>
Sch & Grade	<u>CTL-6</u>
Class Code	<u>HA44</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>SEIU – Local 50</u>
Occupational Group	<u>Horticulture</u>

PRIMARY PURPOSE:

Assist in repair and maintenance of city grounds, parks, public right-of-ways, watersheds, and/or other city property as assigned; performs entry-level equipment operation.

SUPERVISION:

Under direct supervision of assigned supervisor or crew leader.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Works effectively in precarious positions at considerable heights above ground while completing necessary trimming and pruning to eliminate hazards and preserve the health of trees.
2. Participates in the planting of new trees and other plants, and maintenance of city parks, grounds, rights-of-way, facilities, and other city properties as a crewmember.
3. Operates aerial lift trucks, knuckle-boom loader trucks, dump and flat-bed trucks, rubber tire loaders, stump grinders, brush chippers, chain saws, power pruners, pole saws, flusher trucks, tractors with PTO implements, snow plows, salt spreaders, and a variety of small power and hand tools in the maintenance of grounds, parks, and city streets.
4. Loads, unloads, and maneuvers a variety of equipment and materials such as listed above and chemicals as required, plus picks up trash, rocks, leaves, limbs, debris, and other debris and loads into chippers, containers or dump trucks for removal.
5. Reads and applies instructions and labels for product application and equipment operation, and determines procedures or equipment to utilize based on training.
6. Maintains simple records, logs, etc. as required.
7. Utilizes appropriate safety equipment and procedures.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, seminars, and other training for professional development purposes.
2. Maintains and makes minor repairs equipment/tools through proper care and maintenance.
3. Performs duties of other comparable level positions as required.
4. Directs the work of subordinate personnel as required.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Acquire knowledge of principles, procedures, and equipment involved in the maintenance of grounds, parks, public rights-of-way, or other city properties and related projects; basic math when making calculations involving chemical applications, land area, etc.

Abilities

Follow oral and written instructions; work effectively at considerable heights above ground; operate equipment, with both standard and automatic transmissions, in a manner consistent with safety principles; accurately document and maintain simple records and logs as well as brief reports; read and apply instructions; communicate effectively verbally; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; effectively welcome and embrace differences among employees and citizens; deal effectively and courteously with associates and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Eighteen months prior experience in grounds maintenance, landscaping or related work utilizing equipment used in the field of arboriculture or comparable equipment (e.g. agriculture, horticulture, construction).

Physical Requirements

Performs bending, squatting, crawling, climbing, twisting, kneeling, and reaching both to ground level and overhead; lifts and carries up to 100 pounds and/or pushes and pulls up to 150 pounds as required; holds and grips objects; subject to working in awkward positions and periods of prolonged walking, sitting, or standing.

Working Environment

Primarily outdoors with exposure to dust and pollen; subject to a variety of extreme weather conditions; susceptible to mechanical and electrical hazards associated with equipment and wiring; may be exposed to hazardous chemicals and other safety hazards due to working in and around traffic; subject to constant and extreme noise, poor lighting and ventilation, fumes, and odors. Must be able to work safely and effectively at considerable heights, and in confined spaces, using required tools.

Licensing/Certification

Must pass Arborist skills test within 12 months of employment. Must possess and maintain the following within prescribed guidelines: A valid Class "B" Commercial Driver's License (CDL) with airbrakes endorsement. Must pass written portion of exam of CDL within 60 days of employment and skills test portion within 90 days of employment. Candidates must obtain and maintain CPR and First Aide Certification within the probationary period.

Miscellaneous Requirements

Must pass pre-employment drug testing and submit to periodic drug testing as required by applicable laws. May be required to work weekends or a variety of shifts. Subject to emergency call-in.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 5718
Comments:	Updated Abilities	Date: 11/5/2007

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____