

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Arborist Crew Leader</u>
Sch & Grade	<u>CTL-8</u>
Class Code	<u>HA46</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>IBEW</u>
Occupational Group	<u>Horticulture</u>

**PRIMARY PURPOSE:**

Directs the work of an assigned crew and participates in tree care activities including tree trimming, planting, felling, inspecting and general care of trees and grounds.

**SUPERVISION:**

Under general supervision.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Supervises and participates in the work of a small crew of arborists and ground maintenance workers engaged in trimming, pruning, transplanting, fertilizing, and other general care activities for trees.
2. Performs the following responsibilities as outlined by the International Society for Arborists (ISA) and government guidelines: Inspects for tree quality and defects; locates planting sites; and determines proper felling, pruning, bracing, chemical application and tree removal needs as required.
3. Protects city-owned trees from mechanical damage during construction.
4. Participates in the preparation of specifications for trees, equipment and contractual services for tree care programs.
5. Ensures that proper safety procedures and equipment are used for the protection of pedestrians, traffic and workers as outlined by the Manual on Uniform Traffic Control Devices (MUTCD).
6. Provides assistance to city staff, governmental units and outside agencies on urban forestry matters of joint concern.
7. Completes and maintains appropriate records as required.
8. Operates a variety of vehicles and equipment such as pickup trucks, aerial boom trucks, tractors, tree spades, augers, stump grinders, brush chippers, chain saws, pruners, and sprayers.
9. Determines appropriate procedures and equipment to be utilized when carrying out assigned responsibilities.
10. Loads, unloads, and maneuvers a variety of equipment and materials such as chemicals, mulch, wire, and rope.
11. Travels to a variety of work sites.
12. Reads forms, instructions, labels and other information regarding tree evaluation and job sheets, equipment operation, and product application.

**IMPORTANT FUNCTIONS:**

1. Attends conferences, workshops, seminars, and other training for professional development purposes.
2. Assists in determining location and type of trees to be planted.
3. Participates in the preparation of cost estimates for tree repair or replacement according to established guidelines.
4. Services and makes minor repairs to assigned equipment.
5. Performs duties of other comparable and/or lower level positions as required.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

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

**Knowledge**

Principles, procedures, and methods of arboriculture; materials and equipment utilized in arboriculture operations; appropriate safety principles and procedures applicable to arboriculture operations.

**Abilities**

Effectively direct a crew and participate in the application of arboriculture principles and techniques for the purpose of care of city-owned trees; accurately identify tree species, diagnose tree defects and recommend/implement corrective measures; proficiently brace and protect trees; interpret tree planting plans; work effectively at considerable heights above ground; complete and maintain accurate records; determine methods for safely felling trees; operate appropriate equipment and vehicles in a manner consistent with safety principles; follow oral and written instructions; communicate effectively verbally and in writing; present an overall professional image; deal effectively and courteously with associates and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Requires three years experience in performing arboriculture principles and techniques consistent with the accepted practices outlined by the International Society of Arboriculture with at least some experience directing/leading the work of others. Plus, candidates must pass the current skills test for the City's Arborist position or currently hold the City's title of Arborist. Appropriate education can be substituted for some of the experience requirement. Experience performing tree care work through tree climbing is desirable.

**Physical Requirements**

Performs bending, squatting, kneeling, climbing, twisting, and reaching to ground level and overhead; lifts and carries up to 100 pounds; pushes and pulls up to 150 pounds; holds and grips objects; subject to working in awkward positions and periods of prolonged standing. Based on equipment available for use and weight of tools needed to perform function, must insure individual weight does not compromise the safety to self, co-workers, or equipment.

**Working Environment**

Primarily outdoors with exposure to dust and pollen; occasional exposure to allergenic plants such as poison ivy; subject to a variety of extreme weather conditions; exposed to constant and extreme noise; susceptible to mechanical and electrical hazards associated with equipment and utility lines; may be exposed to hazardous chemicals when working with pesticides; subject to other safety hazards associated with tree trimming activities.

**Licensing/Certification**

Must obtain and maintain the following within prescribed guidelines: A valid Class "B" Commercial Driver's License (CDL) with airbrakes endorsement. A valid Class "A" Commercial Driver's license (CDL) with tanker endorsement may be required depending on work assignment. Must pass written portion of exam within 90 days of employment and skills test portion within the probationary period; A valid State Public Operator's License (Ornamental and Turf Category or Right of Way) within probationary period, depending on departmental assignment. Candidates must obtain and maintain CPR and First Aide Certification within the probationary period. Possession of (or obtaining) a valid International Society of Arboriculture Certified Arborist certificate is required. Depending on assignment, candidates must obtain and maintain a Tree Care Industry Association (TCIA) Electrical Hazard Awareness Program certification within the probationary period.

**Miscellaneous Requirements**

Must pass pre-employment drug testing and submit to periodic drug testing as required by applicable laws. Some assignments may require weekend and/or evening work. Subject to emergency call-in.

<b>Last Revision:</b>	October, 2015	<b>GENERAL ORDINANCE NO.</b> 5188
<b>Comments:</b>	Updated Bargaining Unit Eligibility, IBEW	<b>Date:</b> June 3, 2002

**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:** \_\_\_\_\_