

# Job Description

Human Resource Use Only

Position Number: 10059  
Step/Grade - H  
Effective Date: 12/2017  
Revised Date: 01/01/2023

## POSITION IDENTIFICATION

**Position Title:** Arborist-Forester  
**Division:** Department of Public Infrastructure / Operations Division  
**Status:** Full-Time Non-Exempt  
**Normal Workweek:** 40 Hours, Monday - Friday

## SUPERVISORY RELATIONSHIPS

**Reports to:** Operations Division Manager  
**Directly Supervises:** Supervises Forestry Crew

## POSITION PURPOSE

The Forester/Arborist is a working supervisor position requiring mature judgment and detailed planning ability. This position oversees crews in the operation and maintenance of DPI forestry. Supervision is exercised over a number of skilled and semi-skilled laborers. The Forester/Arborist is responsible for overseeing the department's tree/bush maintenance program and serves as the department representative. The position includes duties (including repetitive manual work) in the maintenance, operation and development of city-owned properties. General assignments are received from the Operations Division Manager, but employees in this class are expected to exercise judgment in selecting work methods and in planning details. Supervision and administrative guidance is received from the Operations Division Manager.

## ESSENTIAL DUTIES

- Plans and carries out work assignments for the Forestry Crew and inspects work upon completion.
- Trains and oversees work crews including full-time and seasonal staff, in proper procedures in the use, operation and maintenance of equipment.
- Oversees compliance by crews of proper safety protocol.
- Maintains necessary records and prepares periodic activity reports.
- Maintains tree program/GIS tree inventory.
- Performs any of the work duties of the DPI Laborer Classification.
- Assists with, and supervises felling and removal of trees by use of a truck with extended boom, chain saw or other approved equipment.
- Communicates on a regular basis with the DPI Team Leaders and Operations Division Manager regarding project status.

## OTHER DUTIES

- Assists with tree planting
- Participates in seasonal events - ex: Arbor Day

- Performs any and all other related duties as assigned.
- Is required to assist with DPW snow removal operations.

## **MINIMUM POSITION QUALIFICATIONS**

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- Education:** Minimum requirements include Arborist Associate Degree or Degree in Forestry and two or more years of experience, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities for the position as determined by Management.
- Experience:** Advanced experience in of methods, practices, equipment, tools, materials and supplies used in park and forestry work and related operations required. Good knowledge of occupational hazards and ability to enforce safety protocols. Skilled in the safe operation and use of pertinent tools and equipment and ability to instruct others in the safe use of equipment. Ability to plan and supervise the work of skilled and semi-skilled workers and to establish and maintain effective working relationships with subordinates and management. An equivalent combination of training and experience may be acceptable as determined by the employer.
- Certifications/Licenses:** Must possess a valid motor vehicle operator’s license. Must possess a valid commercial driver’s class ABCD license, N endorsement with ability to operate vehicles with air brakes within 6 months of employment.
- Other Requirements:** Computer experience with personal computer programs including word processing, spreadsheet, and e-mail.

## **KNOWLEDGE, SKILLS, & ABILITIES**

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This position must possess the ability to read and interpret documents such as safety rules, operating instructions, blueprints, government regulations and procedure manuals; complete written evaluation after completing a task; effectively present information to other employees and supervisors; add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; calculate areas, circumference, and volume; and the ability to apply concepts of basic algebra and geometry. This position must also possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form; maintain poise and respond in a respectful manner to the public under pressure situations; apply situational reasoning by exercising good judgment in the implementation of work orders; possess specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus; and must be able to adjust from one schedule to another at short notice and be able to maintain attention to task in overtime situations.

## **BACKGROUND CHECKS**

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Condition of Employment

## PHYSICAL DEMANDS

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The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Manual Dexterity:** While performing the duties of this job, the employee is regularly required to stand, walk, use hands to touch, handle or feel; reach with hands and arms; stoop, kneel, carry, twist, crouch, climb, balance and crawl; talk and hear. The employee is occasionally required to sit, taste, or smell.

**Physical Effort:** The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, occasionally lift and/or move more than 100 pounds.

**Working Conditions:** In the performance of this position, the usual climate will be the outdoor environment. Work outdoors will expose the employee to adverse weather conditions such as extreme cold, extreme heat, wet and/or humid conditions, and toxic or caustic chemicals. The employee will be required to negotiate semi-rough and rough terrain. Work in high places up to 55 feet from ground level. The noise level is generally moderate but may be quite loud depending on equipment used or work being done in the area. The employee is frequently exposed to moving mechanical parts and vibrations and may be exposed to fumes and airborne particles. Applicant must be available for work Saturdays, Sundays, holidays and evenings as required.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.