

JOB DESCRIPTION

CITY OF MUNCIE

Position No:

Last Review: January 7, 2025

Effective Date:

Last Revision:

FLSA: Exempt Non-Exempt

Union Eligible: Yes No

Pay Rate: \$31.25/Hr.

Position Title: Public Works Forester

Department(s): Street Department/Public Works

Reports to (Title): City Engineer

PRIMARY JOB FUNCTIONS:

Incumbent serves as the Public Works Forester, and is responsible for the planning of tree removal and plantings throughout City right of way, supervision of the forestry crew, and performing various forestry operations such as felling, limbing, and trimming.

ESSENTIAL JOB FUNCTIONS:

1. Utilizing resources such as geographic information systems, tree inventories, google earth, work order software, and Microsoft office products creates and maintains a forestry work plan for removing and planting trees in an urban environment
2. Leads the forestry crew to accomplish planned activities in a safe and efficient manner
3. Assesses tree condition and viability of plantings
4. Performs various urban forestry tasks such as the operation of chainsaw(s), tree climbing, use of aerial lifts, operation of chippers, felling, stump grinding, limbing, and other tasks as necessary
5. Documents each tree removed, reason for removal, and every tree planted for grant compliance purposes

OTHER JOB FUNCTIONS:

1. Assists in maintaining inventory of team equipment, materials, and supplies, submits recommendations to City Engineer as needed.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent performs duties both indoors and out of doors, and is required to work in varying weather conditions. Incumbent is exposed to high to moderate amounts of dirt, dust, noise, and necessitates constant awareness of appropriate safety precautions to ensure against injury.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

The physical demands described here 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.

FUNCTIONAL REQUIREMENTS- Physical (P), Mental (M), Knowledge (K)

1. Ability to maintain accurate records. (M)
2. Knowledge of urban forestry practices such as safe felling, silviculture, tree diseases, canopy management, tree trimming, and lift operations. (K)
3. Ability to create, maintain, and update forestry plans based on time, weather, and budget constraints (M, K)
4. Ability to manage, train, and lead subordinates to accomplish tasks (K,M)
5. Knowledge of Microsoft products, simple computations, and records keeping (K)
6. Knowledge of best management practices for urban planting, entomology, wildlife management, and environmental constraints (K)
7. Ability to ascend/descend trees unassisted using appropriate climbing gear (P,M)
8. Ability to follow written and oral instructions. (M,P)
9. Ability to give meaningful instructions. (M,P)
10. Ability to lift between 50 - 100 pounds. (P)
11. Ability to effectively maneuver around job site. (P)

Preferred Requirements

1. Certified Municipal Arborist
2. Certified Aerial Lift Operation
3. Certified Tree Climbing

EDUCATION AND EXPERIENCE:

Bachelor's Degree in Forestry from a SAF accredited University and 4 years of practical experience.

The above description covers the most significant duties performed, but may exclude other occasional work assignments not mentioned.

Proposed By: _____
Immediate Supervisor

Approved By: _____