

Tree Planting Specialist (Botanic Specialist I-Forestry)

Salary

\$36.38 - \$46.45 Hourly

Location

OR 97217, OR

Job Type

Regular

Job Number

2024-00809

Bureau

Portland Parks & Recreation

Opening Date

08/05/2024

Closing Date

8/26/2024 11:59 PM Pacific

Job Appointment: There are three positions. One is a regular position. Two are limited term, with a term of two years from the date of hire. There is potential for the limited term position to become permanent in the future. ***Persons appointed to limited term positions will be designated as limited duration employees whose appointment shall not exceed two (2) years except for the extension of grants or funding from outside sources.***

Work Schedule: Mon-Fri. 7am-3:30pm

Work Location: In person at Portland Parks & Recreation Urban Forestry, 10910 N. Denver Ave., Portland, OR 97217. There is opportunity for limited remote telework. These positions are predominately in person. Remote work must be performed within Oregon or Washington. For more information, [click here](#).

Benefit: Please check our benefits tab for an overview of benefits for this position

Language Pay Premium Eligible: This position is or may be eligible for [Language Pay Differential](#) for qualifying employees.

Union Representation: **PROTEC17** To view this labor agreement, please click [here](#).

Step 2 is \$38.22. Most commonly new employees start at Step 2

Application Material: Please click APPLY to submit your application via the City of

Portland's online portal. You will need to respond to the supplemental questions and attach a resume.



Position Summary:

Our Tree Planting Program is growing! We are hiring three Tree Planting Specialist (Botanic Specialist I-Forestry) positions to increase the number of urban trees we plant, establish, and monitor. These positions are a great way to begin working with PP&R Urban Forestry! You will grow your skills in arboriculture and public service during this exciting time when Urban Forestry is expanding.

On our team, you will work collaboratively to triple the number of urban trees we plant and establish in a few short years. Our goal is to coordinate the annual planting of 10,000 trees, with a focus on equitably providing large, native, and evergreen trees in the right-of-way, on private property, and in parks. The focus of our program is to increase tree canopy coverage in underserved communities. These include Black, Indigenous, People of Color, low-income, immigrant, and refugee communities. Our [citywide tree planting strategy](#) guides this effort.

Tree Planting Specialists support complex urban tree planting and establishment programs. They also conduct outreach to communities most in need of trees, promote planting opportunities, and support continued care of trees through stewardship and education opportunities. Tree Planting Specialists support the [Free Street Trees program](#), [Yard Tree Giveaway program](#), [Learning Landscapes program](#), and park and city property tree plantings.

Tree Planting Specialists (Botanic Specialist I-Forestry) are support positions in the Botanic Specialist classification. They collaborate with the senior position of the classification, Botanic Specialist II-Forestry. Tree Planting Specialists (Botanic Specialist I-Forestry) conduct significant field work for program planning, implementation, and evaluation. They may lead specific elements of a planting program. In some instances, Tree Planting Specialists provide guidance and training for other staff, including seasonal staff and volunteers.

Tree Planting Specialists work in the field and the office, all year round. Examples of field work include identifying future planting locations, inspecting tree planting and establishment contractor work for quality control, supporting planting events, and engaging with members of the public. Examples of office work include attending planning meetings, communicating with the public over the phone and email, and conducting quality control of data.

Tree Planting Specialists receive opportunities to enhance their arboriculture, communication, and project management skills through professional development. Each position receives dedicated time to further develop their skills beyond their existing job duties. PP&R Urban Forestry encourages each staff member to grow and become even stronger leaders on the team and across the urban forestry profession.

We are seeking candidates with diverse skills and experiences. If you have experience building strong connections with community groups, marginalized populations, and others who are often excluded from government programs, we encourage you to apply. Additional language skills beyond English are also valued.

What you'll get to do:

- **Survey tree planting locations** in the field using aerial maps, tree spacing guidelines, and verifying sites meet standards.
- **Monitor and collect data** on young trees to assess survival, health, and growth.
- **Efficiently organize and plan** field visits, update ArcGIS and other databases with site and tree information, and track progress towards goals.
- **Provide customer service and education** to tree recipients over the phone and email, at the door, and at public events.
- **Advise tree recipients** on tree species selection, planting, and care.
- **Deliver, plant, and care** for trees.
- **Train and lead volunteers** to plant and care for trees at events like Arbor Day and school plantings.
- **Guide and mentor** seasonal staff conducting field and office work.

About Urban Forestry and Portland's Forest:

[Urban Forestry](#)'s mission is to manage and ensure Portland's urban forest infrastructure for current and future generations. Portland's urban forest is valued at over \$6 billion and comprised of over 1.2 million park trees, 218,000 street trees and

2.9 million private property trees. The [Urban Forestry team](#) is responsible for the overall management, stewardship, and improvement of this essential infrastructure system. Urban Forestry's work includes delivery of sustainable and equitable forest services to all Portlanders; establishing and enacting best management practices, plans, policies, and technical standards for tree care and protection and urban forest expansion; implementing, enforcing, and proposing improvements to the City's tree regulations; providing tree maintenance services including 24/7 response to tree emergencies on City properties and public streets; tree planting and expansion of urban forest services; measurement and assessment of urban forest coverage, health, and services; offering community education and stewardship programs; and oversight and support of the City's volunteer advisory tree board. Portland is a [Tree City USA](#) for 46 years; a [Tree City of the World](#) and the Urban Forestry program is [accredited](#) by the Urban and Community Forestry Society (formerly the Society of Municipal Arborists).

About the Bureau:

Portland Parks & Recreation (PP&R) is committed to the overall Citywide vision that race will have no detrimental effect on people of color, refugee and immigrant communities in accessing our parks and natural areas, or from the benefit of our services. We recognize, understand, and encourage celebration of the differences that surround us. Diversity and equity are vital to PP&R's ideals and values. The City of Portland, Oregon is a growing and diverse city of 650,000 residents, nearly 20% of whom speak languages other than English at home. PP&R values a diverse workforce and seeks ways to promote equity and inclusion within the organization and with the public. **PP&R encourages applications from candidates with knowledge, ability and experience working with a broad range of individuals and communities with diverse racial, ethnic, abilities, and socio-economic backgrounds.** Although not required, PP&R encourages candidates that can fluently speak another language to include that information in their application materials. Multilingual candidates are encouraged to apply.

Virtual Zoom Meet & Greet Opportunity

Come meet the hiring manager and the senior recruiter! We'll be talking about the position duties and responsibilities, day to day life in the role, review the announcement, discuss how to apply, and answer questions you may have about the position.

August 21, 2024

12:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/82932993093>

Have a question?

Contact Information:

TroyLynn Craft

Senior Recruiter

troylynn.craft@portlandoregon.gov

To Qualify

The following minimum qualifications are required for this position:

1. **Ability** to implement urban tree planting projects.
2. **Experience** working effectively with underserved groups (such as Black, Indigenous, People of Color, low-income, immigrant, and refugee communities) and communicating cross-culturally.
3. **Experience** providing customer service and education to diverse audiences.
4. **Experience** conducting field work and collecting data.

Applicants must also:

- A valid state driver's license and [acceptable driving record](#).
- The ability to perform both office and outdoor work in all weather conditions.
- The ability to sit, stand, and walk over uneven terrain.
- The ability to stoop or bend.
- The ability to lift up to 25 pounds.

The Recruitment Process

STEP 1: Apply online between August 5 - August 26, 2024

Required Application Materials:

- Resume
- Answer to the Supplemental Questions (click on the Questions tab to preview the questions)

Optional Application Materials:

- If you would like to request Veteran's Preference, please submit your Veteran documents (ex, DD214-Member 4, VA Benefit Letter, etc.) by the closing date of the recruitment.

Application Tips:

- Your responses to the supplemental questions should include details describing your education, training and/or experience, and where obtained, which clearly reflects your qualifications for each of the numbered items in the "To Qualify" section of this announcement.
- Your résumé should support the details described in your responses to the supplemental questions.
- **Salary Range/Equity Pay Analysis:** Please note per the [Oregon State Pay Equity Law](#) your salary is determined based on the experience and education listed in your resume/application. It is strongly encouraged to include any

transferable experience (paid or unpaid regardless of how recent) to ensure your offer is reflective of all directly related and equivalent experience.

- **Do not attach any additional documents.**
- **Please note**, all completed applications for this position must be submitted no later than on the closing date and time of this recruitment.

Step 2: Minimum Qualification Evaluation: [Week of August 26, 2024](#)

- An evaluation of each applicant's training and paid and unpaid experience, as demonstrated in their resume and supplemental questions, weighted 100%.
- Your résumé and responses to the supplemental questions will be the basis for our evaluation of your qualifications for this position. Incomplete or inappropriate information may result in disqualification.
- You have 14 days from the notice of the minimum qualification evaluation results to let us know if you would like to review and discuss your evaluation result. Please read the City of Portland [Administrative Rule 3.01](#) for complete information.
- Additional evaluation may be required prior to establishment of the eligible list and/or final selection.

Step 3: Establishment of Eligible List: [Week of September 2, 2024](#)

- Candidates who meet the minimum qualifications will be placed on the equally ranked eligible list.
- Please note, the selection process may take up to 90 days from the notification of being placed on the eligible list.

Step 4: Selection (Interview): [Mid-September](#)

- Hiring bureau will review and select candidates for an interview.
- Please note, the selection process may take up to 90 days from the notification of being placed on the eligible list.

Step 5: Offer of Employment: [October](#)

Step 6: Start Date:

- A start date will be determined after all conditions of employment have been met.

***Timeline is approximate and subject to change.**