



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 971.2

Job Title: **FORESTER**

Pay Grade: 17

### **GENERAL SUMMARY:**

Coordinates forestry activities and personnel to perform tree assessments for general tree maintenance and hazard remediation.

### **RESPONSIBILITIES:**

- Directs, trains, reviews, and evaluates personnel.
- Inspects trees and recommends the removal of dangerous, fading, and lifeless trees and limbs to mitigate hazards. Identifies high voltage lines.
- Collects tree, stump and neighborhood planting space data (i.e. species, diameter, condition, work needed, location, etc.). Analyzes tree inventory data to formulate comprehensive management plans to aid in proactive tree maintenance, tree planting and enforcement of the code of ordinances for unauthorized/illegal tree removals.
- Inspects tree maintenance work performed by contractors to ensure satisfactory completion. Investigates and completes work orders.
- Reviews construction plans for tree protection compliance. Reviews tree planting plans for Adopt-An-Esplanade, Adopt-A-Tree and NeighborWoods programs.
- Handles inquiries from the general public, property owners, and city officials.
- Ensures work equipment and vehicle is safely operated, properly maintained, and serviced.
- May be required to be on-call, and report to work during all significant weather events or random incidents.
- Prepares and conducts educational training quarterly.
- May perform other duties as assigned.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

A Bachelor's degree in Arboriculture, Forestry, Botany or a related field is required, with at least one course in Dendrology.

#### **EXPERIENCE:**

One year of professional forestry experience is required.

**Substitution:** An Associate's degree in Arboriculture, Forestry, Botany or a related field, with at least one course in Dendrology; and two years of journey level forestry or tree care maintenance experience, may be substituted for the Bachelor's degree requirement.

## **SPECIFICATIONS: (continued)**

### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor, recommends personnel actions, such as hiring, terminations, and pay changes of non-supervisory personnel. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity, which requires common courtesy; e.g., directing calls, and answering simple questions.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated eye/hand movements within fine tolerance and/or calibration demands; or the ability to make closely coordinated eye/hand movements on a patterned response space within moderate tolerance demands.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

## **JOB FAMILY:**

Tree Worker  
Forester Trainee  
Forester  
Senior Forester  
Forestry Supervisor  
Assistant Forestry Manager  
Forestry Manager

*Effective: October 1990*

*Revised: October 2019*