



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 971.4

Job Title: **FORESTRY SUPERVISOR**

Pay Grade: 20

GENERAL SUMMARY:

Plans, coordinates and directs the activities of groups of workers within the same department who are engaged in tree maintenance and planting.

RESPONSIBILITIES:

- Trains, instructs, and assigns jobs and routes to work crew.
- Reviews and evaluates work to ensure proper safety, work procedures, and satisfactory completion of work.
- Monitors and records staff work hours.
- Ensures that assigned staff have adequate work supplies and properly functioning equipment; monitors materials and equipment usage.
- Coordinates preventive maintenance of assigned vehicles, equipment, and tools.
- Inspects trees and recommends the removal of dangerous, fading, and lifeless trees and limbs to mitigate hazards; collects tree and stump data.
- May assist work crew with assigned duties.
- May be required to be on-call, and report to work during all significant weather events or random incidents.
- May perform other duties as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED. May require a valid Texas Class "C" driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:

Five years of progressively responsible work experience in forestry or tree maintenance are required.

Substitution: A Bachelor's degree in Arboriculture, Forestry, Botany or a related field, with at least one course in Dendrology; may be substituted for experience on a year-for-year basis.

COMPLEXITY:

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

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision and within standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions such as hirings, terminations, and pay changes of non-supervisory personnel.

Indirect Supervision:

No Indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

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 that requires common courtesy; e.g., directing calls and answering simple questions.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 30 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

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