



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 971.5

Job Title: **ASSISTANT FORESTRY MANAGER**

Pay Grade: 22

GENERAL SUMMARY:

Performs professional administrative functions in the supervision, coordination and evaluation of skilled and/or semi-skilled work on the maintenance and management of City trees.

RESPONSIBILITIES:

- Plans, organizes, administers, monitors and reviews work quality and staff productivity.
- Investigates public service requests when reviewing City right-of-ways and parks for general tree maintenance and hazard remediation.
- 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.
- Inspects trees and recommends the removal of dangerous, fading, and lifeless trees and limbs to mitigate hazards.
- Collects tree, stump and neighborhood planting space data. 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.
- Prepares and conducts routine safety meetings, and educational training quarterly.
- Oversees various administrative functions including inventory and storage; and maintenance of fleet vehicles and small equipment.
- Ensures that assigned staff have adequate work supplies and properly functioning equipment.
- 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:

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

EXPERIENCE:

Three years of professional forestry or tree maintenance experience are required, including two of the years in a supervisory capacity.

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 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 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.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position strongly requests personnel actions, such as hiring, terminations, pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

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 that 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