



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 971.9

Job Title: **FORESTRY MANAGER**

Pay Grade: 24

GENERAL SUMMARY:

Performs professional administrative functions in the planning, supervision, organization, administration and evaluation of operational and support services activities on the maintenance and management of City trees.

RESPONSIBILITIES:

- Supervises employees and outside contractors on the day-to-day operational maintenance and management of City trees. Prepares and conducts routine staff meetings and educational workshops.
- Plans, organizes, administers, monitors and reviews work quality and staff productivity.
- Coordinates tree planting requests, schedules, and plans with public utility companies, city agencies, and the general public.
- Prepares and monitors tree planting contracts. Inspects tree maintenance work performed by contractors to ensure satisfactory completion. Investigates and completes work orders.
- Reviews construction plans for tree protection compliance.
- Investigates public service requests when reviewing City right-of-ways and parks for general tree maintenance and hazard remediation.
- Administers departmental policy and procedures relative to operational and personnel activities.
- Administers departmental budget, insuring compliance, and supervises the preparation of annual reports, budget estimates and operational reports.
- Provides written and oral presentations to department heads and public.
- 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:

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

Substitution: An Associate's degree in Arboriculture, Forestry, Urban 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)

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant input on personnel actions, such as hiring, terminations and pay changes.

Indirect Supervision:

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

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

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 requires considerable tact and cooperation involving somewhat sensitive issues or problems.

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 occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

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

Effective: October 2019