

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: TREE SUPERVISOR
DEPARTMENT: GENERAL SERVICES
REPORTS TO: GROUNDS DIVISION SUPERINTENDENT

JOB CODE: 2609
DATE: 2/08

JOB SUMMARY:

Supervises and directs the activities of semi-skilled workers in planning, removal, care, and maintenance of trees.

ESSENTIAL JOB FUNCTIONS:

Plans, allocates, and monitors time, people, equipment, and other resources to ensure efficient organization and completion of work.

Monitors productivity/work flow and resolves problems to ensure that deadlines are met.

Provides information, advice, feedback, and/or assistance to others within division to refine work outputs or resolve problems.

Assists crews with completion of duties, including pruning trees, trimming sidewalks, mowing roadside and medians, cutting back brush in rights-of-way, and chipping Christmas trees.

Supervises and participates in plowing snow and salting/sanding roads as necessary during winter months.

Supervises and directs the spraying of shade and ornamental trees against sucking and chewing insects and diseases; directs the moving and replanting of trees.

Supervises the installation and removal of banners, Christmas trees, and decorations.

Serves as "On Call" Forman; supervises sidewalk plow crew; assists with snow plowings; assists segments of the Grounds or Highway Division as needed.

Ensures that equipment is clean and in proper working order before use by crews.

Confers with upper management to keep them informed on key issues and progress toward objectives, to gain support and approval, and to make recommendations to assist with making needed improvements.

Collaborates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.

Reviews, investigates, and responds to complaints from the general public regarding trees; provides solutions as possible.

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including participating in hiring process, training in job skills, appraising performance, addressing complaints, resolving problems, and planning, assigning, and directing work.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED; and,

Five years of progressively responsible experience in care and maintenance of trees; and, one to two years of experience in supervisory capacity; or,

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Class (B) Commercial Driver's License with air brake endorsement.

Current Arborist's license and Pesticide Applicator's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Characteristics of shade and ornamental trees common to the state.

Types of tree disease and pests common to area, as well as the proper chemicals and other treatments commonly used to purge them.

Tree pruning, planting, removal, bracing, and cavity repair techniques.

Principles of supervision, training, and performance evaluation.

Skill in:

Use of hand tools.

Mental and Physical Abilities to:

Organize, coordinate, and supervise the work of others, and to gain compliance from subordinates.

Establish and maintain effective working relationships with employees, the general public, and other departments/divisions.

Communicate effectively, both orally and in writing.

Deal courteously and diplomatically with the general public.

Select, develop, organize, motivate, and effectively utilize staff.

Interpret, apply, establish, and implement rules, regulations, policies, and procedures.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching.

Frequently lift light and heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Working Conditions:

Work is performed in an office and outdoors, where the employee may be exposed to cold or inclement weather.

Work is performed in a very noisy place.

Work exposes the employee to dust, dirt, grease, and machinery with moving parts.

Work requires the use of protective devices such as masks, goggles, or gloves.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.