

## METRO Classification Description

|                     |            |                         |                     |
|---------------------|------------|-------------------------|---------------------|
| <b>Titles:</b>      | Arborist   | <b>Bargaining Unit:</b> | LIUNA 483           |
| <b>Job Code:</b>    | 0468/4468  | <b>Established:</b>     | 1/1/94              |
| <b>Pay Grades:</b>  | 360/470    | <b>Revised:</b>         | 12/05; 9/3/2009     |
| <b>FLSA Status:</b> | Non-exempt | <b>EEO Category:</b>    | Service/Maintenance |

### **CLASSIFICATION DESCRIPTION**

Function as Metro's Arborist; responsible for tree health and growth, safety, inventories, and horticulture at Parks, Natural Areas, Zoo, and other locations. Perform and coordinate advanced journey level responsibilities in the inspection, care, pruning, removal and maintenance of trees on Metro properties. Duties include chemical formulations and applications; operate aerial lifts, pruners, sprayers, chain saws, and other equipment; sustainability and evaluation functions; and represent Metro with professional and community agencies. Also function as a Park Ranger when assigned.

### **DUTIES AND RESPONSIBILITIES**

*Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.*

1. Inspects trees on Metro properties for disease, insect infestation, pruning or other requirements. Coordinates and performs inspections on own initiative and also in response to requests.
2. Arranges for the appropriate spraying and organic controls for insect and related disease problems. Oversees and performs chemical applications and trains other employees as needed. Arranges for the control of landscape or aquatic weeds by work crews.
3. Prunes, trims, bolts, and fills cavities on trees at ground level and above ground level, using hand tools, power tools, safety climbing equipment, aerial truck, back hoes, grinders, bulldozers, dump trucks, sprayers, safety or other equipment.
4. Identifies trees for removal. Sets up and coordinates removal plans. Removes trees as needed for safety or for disease and insect control.
5. Issues permits to utilities to operate equipment on Metro property and inspects area before and after permit is used.
6. Trains and schedules work of assigned crew of permanent, temporary, or volunteers who assist in performing above duties.
7. Performs preventive maintenance and minor repairs on equipment used on the job and arranges for major maintenance and repair as needed.
8. Functions as Metro's Arborist and is responsible for tree inventories, plans, diagnostics, purchasing, hazard ratings, appraisals, and consultations; also represents Metro's arborist programs to other agencies, property owners, and other persons.
9. Performs administrative duties related to position including, for example, records of chemical usage as required by federal, state and local laws and Metro policies and procedures; equipment orders; time sheets and activity reports.

## METRO

### Classification Description

10. Assists in special projects such as annual inspections and tree inventories, program planning for new properties, or construction and maintenance projects, or training employees. Assists in program sustainability and evaluation functions.
11. Coordinates and performs emergency service and safety functions such as storm damage surveys and removals at Parks, Natural Areas, Zoo, and other locations.
12. Coordinates and performs Park Ranger duties as assigned including park maintenance and repair tasks such as job layouts, mowing, painting, and building repair.
13. Coordinates and performs public safety duties and assists in enforcement of local regulations regarding park use and may issue citations for violations.
14. Compiles data for a variety of narrative and statistical reports. Prepares technical reports.
15. Assists the public, public officials and other employees in a professional and courteous manner.
16. Develops safe work habits and contributes to the safety of self and co-workers.
17. Contributes to a positive team atmosphere.
18. Has regular and punctual attendance.
19. Performs assigned duties during an emergency situation.
20. Other duties as assigned.

### **JOB SPECIFICATIONS**

*(These are any combination of education and experience that has provided knowledge, skills and abilities to perform the duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)*

### **Job Preparation**

#### **Education and Work Experience**

- Associate's degree from an accredited college with major course work in arboriculture, horticulture, or forestry or equivalent and five years experience or responsible arborist-related work involving tree planning, consultation, pruning, removals, and chemical applications or any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities.

#### **Knowledge, Skills and Abilities**

- Techniques of arboriculture to include the identification of trees and shrubs, diagnosis of tree and shrub hazards and health, and development of remedial, restorative, and sustainability programs
- Techniques of pruning, bolting limbs, and filling cavities
- Chemicals, organic controls, and techniques used in disease treatment and care maintenance of trees and shrubs
- Identify and treat tree insects and disease
- Safely operate hand tools, power tools, climbing equipment, sprayers, heavy

## METRO

### Classification Description

- equipment such as bulldozers and back hoes, and vehicles required to perform duties
- Operate a personal computer and associated software, radios, and cell phones
  - Physically perform manual work indoors and outdoors under severe climate conditions and perform essential duties of the classification including lifting 100 pounds
  - Direct, coordinate, and/or perform emergency service and first responder duties under severe climate conditions
  - Perform Park Ranger duties such as providing direction to enhance public recreation events and experiences, to provide information regarding park functions and schedules, and to interact with the public
  - Communicate effectively regarding complex arborist and park matters with the public, colleagues, other agencies, and management
  - Apply knowledge in the practice of the care and maintenance of trees
  - Instruct others, assign and monitor work, and act as a lead worker for a crew
  - Ability to communicate clearly and concisely and to understand, issue, and follow written and oral instructions
  - Prepare and maintain accurate and complete records and reports
  - Multitask, organize, perform and evaluate projects and management duties
  - Apply Federal, State, and local policies, procedures, laws and regulations for respective field
  - Use discretion with confidential and sensitive matters
  - Provide excellent customer service by meeting the needs and interacting with employees, volunteers, vendors, the public, and others encountered during the course of work in a courteous and professional manner
  - Establish and maintain cooperative working relationships with employees, volunteers, vendors, and others encountered during the course of work
  - Work in a safe manner and follow Metro safety policies, practices, and procedures
  - Perform the assigned duties of the position
  - Develop knowledge, skills, and abilities and to obtain and maintain certifications and license

### Special Requirements

- Successfully pass the background checks and screening requirements of the organization
- Possess, or have the ability to obtain upon hire, and maintain a valid Oregon Certified Arborist License, Oregon Commercial Driver's License (Class A), Oregon Pesticide Applicator License, Bucket Truck Certification, First Aid/CPR Certification, Limited Multnomah County's Sheriff's Commission, and such other certifications and licenses as may be required.

### Tools and Equipment Used

- Hand tools, power tools, climbing equipment, sprayers, heavy equipment such as bulldozers and back hoes, and vehicles required to perform duties

## METRO

### Classification Description

- All standard office equipment including but not limited to computer and printer, fax machine and copy machines; computer software including MS based word-processing and spreadsheets.

### Supervision

- Supervision is received from assigned management and supervisory staff
- May act as lead over Park Rangers and other workers assisting in tree care and maintenance, and oversees work crews, and temporary workers, providing functional and technical oversight

### Work Environment

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

- Duties may require prolonged strenuous efforts in hazardous locations in enclosed spaces and at heights and under inclement weather and other adverse conditions. May be required to lift up to 100 pounds

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*