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| **TITLE:** | | Forestry Technician | **FLSA:** | Non-Exempt |
| **DEPARTMENT:** | | Public Works | **REPORTS TO:** | City Forester |
| **PREPARED:** | October 1998 | | **UPDATED:** | February 2023 |

**Position Summary**

Under direction of the City Forester, this position is primarily responsible for the care and management of City trees on public properties. Duties include responding to resident requests, reviewing tree removal permit applications and construction plans for compliance with City ordinances as it relates to tree preservation, and assisting with special projects in the Public Works Department.

Essential Functions

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.* To perform this job successfully, an individual must be able to perform each duty satisfactorily. *Other duties may be required and assigned.*

* Responds to resident service requests and inquiries.
* Reviews permit applications for private property tree removals and miscellaneous public tree maintenance to ensure compliance with forestry specifications and city ordinances.
* Reviews plans for new construction and developments, additions, and demolitions to assess any impact on City or private trees.
* Conducts site visits and inspects for compliance.
* Evaluates public tree health and determines maintenance requirements.
* Performs minor tree pruning and clean-up.
* Effectively communicates with the public on tree related issues, tree removal permits, building permits, escrow/tree replacement on private property and new parkway tree plantings.
* Maintains parkway tree inventory and database (Davey’s TreeKeeper).
* Creates work orders for contractors or internal use for approval by City Forester.
* Reviews work orders and conducts in-field quality assurance and control inspections as work orders are completed by contractors.
* Enforces the City code as it pertains to tree preservation.
* Administers tree planting program.
* Coordinates community forestry events and Arbor Day program.
* Provides technical advice as needed.
* Assists Engineering Division and other Public Works Divisions in a variety of activities, including project preparation and assistance, capital inventory and evaluation, GIS mapping updates and data collection.
* Assists in snow removal and storm response as needed.
* All other duties as assigned.

**Required Education, Experience, Licensing, and Certifications**

* Bachelor’s Degree in forestry, natural resources, environmental science, or closely related field with previous related work field/internship experience;
* Or any equivalent combination of education, experience or training.
* Valid State of Illinois Driver’s License.
* ISA Certified Arborist.
* Tree Risk Assessment Qualification (TRAQ) or ability to obtain within 1 year of hire.

**Physical and Work Environment**

*The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law.  Employees needing reasonable accommodation should discuss the request with the employee’s supervisor.*

* This is considered a medium duty position which requires lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds, manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing;
* Duties are performed under all weather conditions and include exposure to inclement weather, noise, heavy traffic conditions, and exhaust fumes;
* Duties require ability to work at heights and in confined spaces;
* Operations are 24/7 therefore personnel shall be available/open to be scheduled to work all shifts including weekends; holidays as needed and some hours outside regularly scheduled time as well.

*Nothing in this job description limits management’s right to assign or reassign duties and responsibilities to this job at any time.  The duties listed above are intended only as illustrations of the various types of work that may be performed.  The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.  The job 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.*

Name Printed

Name Signed

Date