



# CITY OF OMAHA CLASS SPECIFICATION

## CLASSIFICATION TITLE: ASSISTANT FORESTER

BARGAINING UNIT: [CIV MANAGEMENT](#) CODE NUMBER: 2340

PAY RANGE CODE: [15.1 MC](#) REVISION DATE: 4/27/17

### NATURE OF WORK:

This is professional administrative and supervisory work in the field of arboriculture and horticulture. Work involves assisting the City Forester in the development, rehabilitation, and maintenance of trees and woody ornamental shrubs in the City parks and other public property. Work also involves public contact on a regular basis, including meeting members of the public individually and speaking before groups of citizens. An employee in this classification exercises considerable independence in the performance of duties, supervises a number of subordinates, and receives general supervision from a superior.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Assists in supervising subordinates in the enforcement of weed, litter, and tree codes and ordinances.

Responds to questions from the public regarding planting, pruning, plant diseases, and tree and shrub management in general.

Assists in the organization and implementation of programs designed to promote the development, care, and rehabilitation of trees and shrubs in the city.

Assists in contracting with and coordinating the work of private arborists, issuing permits and licenses.

Assists in supervising tree trimming crews, including training to inspect, plant, maintain, and remove trees and shrubs, planning and scheduling work, disciplining, and administering performance appraisals.

Maintains an inventory of trees on public property in the city.

Assists in overseeing the operation of the City's nursery and greenhouse facilities.

Assists civic groups and neighborhood organizations in promoting tree planting and gives presentations concerning tree and shrub planting and maintenance.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of tree and shrub diseases and insects and pests common to the area, and of the insecticides and fungicides and other means to rehabilitate infected plant life and deter further infestation.

Knowledge of the occupational hazards and necessary safety precautions involved in tree trimming.

Knowledge of the uses of tree maintenance equipment and materials.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to meet with groups of interested citizens to respond to questions and explain the City's policies and operations.

Ability to understand oral or written instructions.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to stand, walk, or sit from 51 to 75% of the time; to balance, bend, pull, and lift from 26 to 50% of the time; and to climb, stoop, squat, crouch, push, or type from 0 to 25% of the time.

Ability to use up to ten pounds of force to move objects up to 33% of the time, and to use lesser amounts of force to move objects from 34 to 100% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in forestry related studies

OR

Two (2) years of college level courses in forestry related studies

AND

Four (4) years of experience in an administrative capacity with a tree and shrub planting and maintenance concern.

**SPECIAL QUALIFICATIONS**

Must be an arborist certified by the International Society of Arboriculture.

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting amid normal conditions of dust, odors, fumes, and noise; however, at times an incumbent in this classification is required to work outdoors in all weather conditions and in high places.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer  
Calculator  
Hand Tools  
Boom Truck

Copier  
Telephone  
Microscope

Printer  
Two-way Radio  
Pole Pruner

Previous Revision Date(s): 7/29/93