

**CITY OF SAN JOSE
ASSISTANT ARBORIST (3422)**

CLASS PURPOSE

Under general supervision, performs work of routine difficulty in assisting with the coordination and implementation of the City's Street Tree, Maintenance Assessment Districts, and Median Landscape Programs. Performs related work as required.

TYPICAL DUTIES AND RESULTS

- Assists in planning, developing and coordinating the preparation of City trees, parkstrip and maintenance contracts.
- Assists in the planning, developing and coordinating of the City's Trees Parkstrip Programs for median landscaping, weed abatement and insect and disease control, including landscape assessment district programs.
- Coordinates landscape and tree trimming activities with appropriate City Departments and other public agencies (i.e. PG&E and CAL TRANS).
- Consults with public and private contractors on landscape tree and median island maintenance projects.
- Assists in handling citizen service requests regarding tree and landscape problems.
- Responds to inquiries regarding tree and landscape problems from citizens and from other City departments.
- Administers routine contractual work on trimming and removing trees in City parks.
- Prepares contracts for subdivision tree planting, trimming of young and mature trees, replacement tree planting and tree and stump removal.
- Assists in the training of City landscape maintenance crews.
- Assists in review of herbicides and pesticides used by City crews.

DISTINGUISHING CHARACTERISTICS

This is a single position class reporting to the City Arborist. This class provides staff support and technical assistance for the City's Tree and Median Landscape Maintenance Programs. This class coordinates activities in the planning, implementing and monitoring of landscape maintenance and urban forestry projects. Serves as the City Arborist in his absence.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

- Knowledge of trees/plant materials and problems associated with each species.
- Knowledge of the methods and techniques used in planting, nurturing, and maintaining a variety of trees and landscape properties.
- Knowledge of soil and climatic conditions conducive to the growth of different varieties of trees and other plant materials.
- Ability to recognize problems in planting and maintaining trees and in landscaped properties.

Competency Knowledges, Skills and Abilities

- Knowledge of administrative, supervision, and organizational principles.
- Knowledge of a wide range of pest problems and associated controls.
- Ability to deal with a wide range of citizen problems frequently in a conflict situation.
- Ability to deal effectively with the public, other City employees, and representatives of other agencies and jurisdictions.
- Ability to write clear and concise technical reports.
- Ability to identify a wide range of plant species and associated maintenance problems.

Training and Experience

Any combination of training and experience equivalent to successful completion of course work in landscape architecture, horticulture, forestry, or related fields and two (2) year of hands-on experience in a planting and maintenance activity similar to a Municipal Street Tree and Landscape Maintenance Programs.

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