

**CITY OF SAN JOSE  
ARBORIST (3418)**

**CLASS PURPOSE**

Under direction, performs work of moderate difficulty in planning, developing, coordinating, and directing the preparation of trees, parkstrip and maintenance contracts, in providing technical advice and training relative to tree maintenance and in supervising a unit of construction inspectors.

**TYPICAL DUTIES AND RESULTS**

- Plans, develops and directs the preparation of City trees, parkstrip and maintenance contracts.
- Plans, develops and directs the City Trees Parkstrip Programs for median landscaping, weed abatement and insect and disease control, including landscape assessment district programs.
- Prepares and administers budget for the Trees and Parkstrip Programs involving forecasting costs, administering consultant contracts, approving payment orders and project scheduling.
- Directs the bidding, contracting, review and execution of trees and parkstrip projects.
- Provides technical assistance and training for City trees and parkstrip maintenance personnel.
- 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 maintenance projects.
- Attends citizen meetings and handles citizen complaints regarding tree and landscape problems.
- Provides technical assistance and information to City Council, City Departments and other agencies/entities (i.e. media) regarding trees and landscape matters.
- Reviews landscape and tree design plans submitted to the City Departments of Planning and Public Works to evaluate and analyze future maintenance problems.
- Prepares City ordinances for the maintenance and protection of street trees.
- Plans, directs, assigns and evaluates the work of a unit of construction inspectors.
- Assists in preparing the departments' Quarterly Production Report.
- Administers the departments' Contract Compliance for Affirmative Action Program.
- Participates and attends professional and technical organizations and functions in matters concerning tree and landscape maintenance.

**TYPICAL END RESULTS INCLUDE**

- Ensuring all contracts prepared and executed for landscape maintenance, tree trimming and tree planting stay within budgetary allocation levels.
- Improving the safety and aesthetics of the City through proper tree trimming and landscape maintenance.
- Ensuring project requirements and schedules are met.
- Ensuring that landscape projects conform to City Codes and policies and special contracts of grant projects.

**DISTINGUISHING CHARACTERISTICS**

This is a single position class reporting to a Principal Civil Engineer. This class provides management and technical supervision for the City's Tree and Landscape Maintenance Programs. This class directs and coordinates all activities in the planning, implementing and monitoring of landscape maintenance and urban forestry projects.

**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.
- Knowledge of insecticides, fungicides and other methods for controlling plant/tree infestation/diseases and of the dangers involved in applying these methods.
- Knowledge of soil and climatic conditions conducive to the growth of different varieties of trees.
- Knowledge of administrative and organizational principles.
- Knowledge of supervision principles and practices.
- Ability to recognize problems in planting and maintaining trees.
- Ability to write clear and concise technical reports.

**Competency Knowledges, Skills and Abilities**

- Knowledge of laws, codes, and ordinances relating to the planting, landscaping and maintenance of street trees.
- Knowledge of and ability to prepare a budget.
- Ability to develop, direct and present training programs.
- Ability to plan, organize, direct, coordinate and review the work of a unit of employees.
- Ability to deal effectively with the public, other City employees, and representatives of other agencies and jurisdictions.

**Training and Experience**

Any combination of training and experience equivalent to successful completion of advanced undergraduate course work in landscape architecture, forestry, park management, or related fields and three (3) years of experience in a tree planting and maintenance activity similar to a Municipal Street Tree Program.