

## JOB DESCRIPTION

City of Patterson



Human Resources

### **OPERATIONS SUPERVISOR (Urban Forestry)**

#### **JOB SUMMARY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under minimal supervision from the Deputy Director and oversight from the Director of Public Works, the Operation Supervisor assists the Deputy Director with the management of the staff and activities of the Urban Forestry Division; plans, assigns, directs, supervises and evaluates the work of Urban Forestry Division staff engaged in tree planting, pruning, removal, pest management and tree preservation; assists with the development of the operating budget for the Division; provides complex staff support based on expertise and area of responsibility to the Deputy Director and the Director of Public Works; performs administrative duties required of a first-line supervisor; and performs related work as required and special projects as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives minimal supervision from the Deputy Director and oversight from the Director of Public Works.

Exercises direct supervision of assigned Operations maintenance staff.

#### **ESSENTIAL DUTIES**

***Typical essential duties may include, but are not limited to, the following:***

Based on established workplan, plans, directs and organizes a comprehensive urban forestry maintenance program that includes: participation in the strategic planning of urban forestry activities; inspection and monitoring of the urban forest for needed maintenance; and technical assessments of City trees pertinent to liability, health and maintenance.

Plans, assigns and supervises the City's tree maintenance and tree inventory activities.

Participates in the development of the Division's work plan; assigns work activities and projects; monitors work flow and productivity; recommends goals and objectives and assists in the development of policies and procedures for area of responsibility; implements approved policies and procedures; and reviews and evaluates work products and productivity, methods and procedures.

Participates in the preparation of the operating budget for the Division; participates in the forecasting of additional funds needed for staffing, equipment, materials and supplies; and gathers cost estimates as directed.

Participates on employee selection panels and provides hiring recommendations; provides or coordinates staff training; as directed by management works with employees to correct deficiencies and/or implements disciplinary procedures; recommends employee terminations and other corrective actions as needed; and establishes pre-approved performance standards and evaluates the performance of subordinate personnel.

Reviews capital improvement plans related to assigned services and provides input regarding future maintenance activities; identifies and initiates needed capital improvement projects.

Receives, investigates and responds to citizen requests, suggestions and complaints; and recommends appropriate corrective action(s).

Coordinates work activities with those of other organizations, departments, and outside agencies; provides staff assistance to the Deputy Director; prepares and presents staff reports and other necessary correspondence.

Guides and encourages employee involvement efforts within the Division and coordinates such efforts with other divisions and departments.

Inspects work sites before, during and after completion of work to assure that required work is completed in a satisfactory and thorough manner; inspects work sites, equipment and tools for compliance with safety standards; and inspects and approves work done by outside contractors.

Supervises the safety program for area of responsibility; coordinates and attends safety meetings; and ensures the adherence to safe work practices by subordinate personnel.

Perform related duties as required and special projects as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** Principles and practices of effective supervision, training, and personnel management; materials, methods, practices and equipment used in tree maintenance, planting, preservation and pest management activities; types and level of maintenance, planting, preservation and pest management activities generally performed in an urban forestry program; integrated pest management principles and techniques; pesticide application regulations pertinent to use in the urban forest; principles of budget preparation, administration and expenditure control; techniques of effective contract management; occupational hazards and standard safety precautions related to the work performed in both divisions; standard record keeping and reporting procedures, including effective use of computerized maintenance systems; and entrepreneurial methods and techniques used in the public sector.

**Ability to:** Organize, direct and implement a comprehensive urban forestry maintenance program in the service areas described above; organize direct and implement a comprehensive building maintenance, repair and janitorial program; conduct studies, prepare comprehensive reports and determine cost effective ways for conducting the assigned maintenance activities; effectively supervise, train and evaluate assigned staff; interpret and apply Federal, State and local policies, procedures, laws, and regulations; prepare requests for proposals and contracts for professional services and effectively administer contracts; effectively use computers and computer technology; communicate clearly and concisely, both orally and in writing; and establish and maintain cooperative working relationships with those contacted in the course of work.

## **NECESSARY SPECIAL REQUIREMENTS**

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

## **EXPERIENCE and CERTIFICATIONS**

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

**Education:** Equivalent to High School graduation supplemented by training and/or experience equivalent to an Associate degree from an accredited college or university with major course work in supervision, landscape maintenance, urban forestry, ornamental horticulture, biology, or a work related field.

**Experience:** Five (5) years of increasingly responsible experience in an urban forestry program or performing facilities maintenance in a Public Works environment that includes 2 years in a lead role.

### **License or Certificate:**

Possession and maintenance of a valid California Class B driver's license is required.

Possession of a Qualified Applicator's License (Categories B and C) issued by the California Department of Pesticide Regulations is required within one year of appointment.

Possession of one International Society of Arboriculture (ISA) certification is required within one year of appointment.

Certification as an Arborist is highly desirable.

## **MENTAL and PHYSICAL REQUIREMENTS**

**Mental Requirements:** The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, is regularly required concentrate to problem solve and make operational decisions; interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

**Physical Requirements:** The ability to sit at desk and/or stand for long periods of time; frequently uses a keyboard; constantly uses overall vision for reading and close work and occasional use of color and depth perception to inspect work sites; frequently uses simple grasping and fine manipulation to write, grasp, hold and reach for items ; occasionally lifts and carries weight of 25 to 50 pounds; hearing and oral communication frequently used in-person and on the phone to receive and provide information.

**Environmental Conditions:** Work is performed in a standard office and field environments; frequently drives to work sites with exposure to noise and various weather conditions; may be required to occasionally work overtime after scheduled shift and/or on weekends.

**FLSA Status:** Non-Exempt

**Revised:** July 2017

**Revised:** August 2022