

RESOLUTION R15-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA AMENDING RESOLUTION R14-32, PALOS VERDES PROFESSIONAL AND SUPERVISORY CLASSIFICATION AND SALARY RESOLUTION, BY ADDING ONE FULL-TIME POSITION OF URBAN FORESTER

THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA RESOLVES:

Section 1. The Professional and Supervisory Classification and Salary Resolution R14-32 is amended by adding thereto the full-time classification of "Urban Forester". The job specifications for this classification shall be described in the job description attached to this resolution. A person holding a position in this classification shall be compensated within the following monthly salary range:

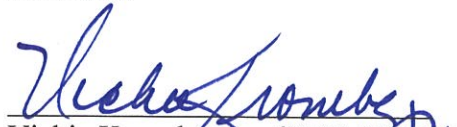
\$6,250 - \$7,597

Section 2. The City Clerk shall certify to the passage and adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED on this 9th day of June, 2015.


James F. Goodhart, MAYOR

ATTEST:


Vickie Kroneberger, CITY CLERK

APPROVED AS TO FORM:


Christi Hogin, CITY ATTORNEY

CITY OF PALOS VERDES ESTATES

JOB DESCRIPTION

JOB TITLE: URBAN FORESTER

Department: Public Works

FSLA Status: Non-Exempt

Designation: Professional and Supervisory

DEFINITION

Under the direction of the Planning and Building Safety Director, this position oversees and monitors operations and activities related to the City's urban forest, parks, medians, landscaped areas, City trees and associated structures and equipment.

EXAMPLES OF DUTIES, RESPONSIBILITIES AND EXPECTATIONS

The listed tasks are essential for this position and may include, but are not limited to the following:

- Performs advanced, professional-level urban forestry functions in the field and in an office environment.
- Implements projects assigned by the Director and City Engineer
- Performs a variety of administrative tasks related to recordkeeping, budget development and monitoring, and preparation of reports
- Develops bid specifications, requests for proposals and contracts, inspects contract work, controls costs and administers contract funds.
- Manages street tree trimming and planting contracts and assesses tree conditions for health, structure, insects and disease
- Enforces International Society of Arboriculture (ISA) and American National Standard Institute (ANSI) specifications for pruning, removal, planting and replacement
- Assists with developing and managing the City's tree inventory and database, including GIS mapping
- Develops guidelines and procedures for protecting trees during sidewalk, curb, driveway and new construction
- Reviews public right-of-way permit applications for impacts on trees and sets conditions, as appropriate
- Develops guidelines and oversees fire safety and weed abatement programs
- Develops guidelines and oversees landscape maintenance programs
- Develops schedules for park and median landscaping projects
- Prepares cost estimates for maintenance projects and activities and follows City purchasing policies and procedures

- Implements and assists with enforcement of City policies and ordinances governing landscaping and tree maintenance
- Coordinates City beautification efforts and in-house landscape design projects
- Provides technical advice and recommendations for public and private landscape and irrigation plans as necessary to comply with the City's landscape ordinance
- Assists in maintaining water allocations using Water District guidelines, historical usage data and plant material requirements
- Receives and investigates resident complaints and takes appropriate action
- Participates with City committees, study groups, task forces and community groups concerning tree and parklands maintenance programs
- Completes analytic research, prepares well-written reports and makes effective presentations
- Revises or writes ordinances or policies related to parklands, forestry, water conservation and landscape design
- Identifies funding resources and applies for grants for urban forestry and landscape development programs
- Provides successful interdepartmental project coordination and effective internal and external communication throughout the course of all work assignments
- Conducts duties, responsibilities, tasks and assignments with a constructive, cooperative, positive professional attitude and demeanor
- Provides information, assistance and directions to the general public regarding assigned operations, maintenance activities, services and projects
- Provides critical thinking towards thorough and professional recommendations, decisions, and completed staff work
- Provides initiative in achieving positive and timely results for the organization
- Delivers internal and external customer service while solving problems and proactively creating sustainable solutions to issues
- Supports the City's mission, goals, policies and objectives
- Performs other related duties as required

MINIMUM QUALIFICATIONS

This position requires knowledge of principals, methods and practices of arboriculture; modern principles and techniques of landscaping for the improvement and maintenance of parks, landscaped and recreational areas; plant pests, disease control and eradication including the effective use of insecticides and herbicides; water conservation and energy conservation pertaining to landscaping and irrigation systems; safe work practices; City organization, operation, policies and objectives; effective oral and written communication skills; contract negotiation and administration; applicable sections of Federal, State and local laws and codes; budget preparation and control; effective customer service techniques.

This position requires the ability to plan, organize, direct and evaluate park maintenance and improvement programs; develop and read/interpret landscaping plans, blueprints and designs;

resolve emergencies and urgent requests in an efficient, expedient and satisfactory manner; provide technical inspection of parks and landscaped areas to ensure compliance with City policies and ordinances; direct, supervise, and evaluate the activities of staff; prepare and administer the division budget; prioritize division purchases; prepare written cost estimates, reports and correspondence; promote and enforce safe work practices; work independently with minimal direction; analyze situations accurately and implement effective courses of action; establish and maintain cooperative work relationships with others; meet schedules and deadlines; interpret, apply and explain laws, codes, regulations, policies and procedures.

This position requires the following qualifications:

* An Associate's Degree in a related field

A minimum of three years of increasingly responsible experience in maintenance of City parks and landscaping

A Certified Arborist Certificate issued by the International Society of Arboriculture

A Class C California Driver's License

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Physical Abilities: Tasks involve lifting, carrying, pushing and pulling light to moderate objects; sitting or standing for extended periods of time; regular reaching, climbing, twisting, turning, bending, stooping, and kneeling.

Sensory Requirements: Some tasks require the ability to perceive and distinguish colors or shades of colors and sounds and provide oral communication.

Environmental Factors: Some tasks may risk exposure to noise, dirt, dust, pollen, odors, hazardous materials, wetness, humidity, mold, rain, fumes and traffic hazards.

The City of Palos Verdes Estates is an Equal Opportunity Employer. This job description includes a list of ADA essential job duties performed by the classification. Duties cannot include, and are not intended to include, every possible task performed by each individual employee assigned in this classification. The City will provide reasonable accommodation to qualified individuals with disabilities, in compliance with the Americans with Disabilities Act, and encourages both prospective and current employees to discuss potential accommodations with the employer.

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)


I, Vickie Kroneberger, City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R15-22** was duly and regularly approved and adopted by the City Council of the City of Palos Verdes Estates at its regular meeting of the City Council on the 9th day of June 2015, by the following roll call vote:

AYES: COUNCILMEMBERS: Goodhart, King, Rea, Peterson,
and Vandever

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

RECUSED: COUNCILMEMBER: None



Vickie Kroneberger, City Clerk