



## **SPECIALIST – SERVICE**

**DEPARTMENT:** PUBLIC SERVICE

**DIVISION:** URBAN FORESTRY

**SUPERVISION RECEIVED:** Works under general supervision of the Landscape Arborist and Working (Field) Foreman.

**SUPERVISION EXERCISED:** None.

**POSITION CLASSIFICATION:** The position of Specialist – Service in the City of Stow is classified by the Stow Municipal Civil Service Commission, is Non-Exempt under the Fair Labor Standards Act and is in a collective bargaining agreement.

**PURPOSE:** Provides assistance to the Landscape Arborist and Working (Field) Foreman by performing a variety of tasks related to the existing vegetation on City-owned property, including open spaces and right-of-way areas; the planting of new trees and shrubs, removal and maintenance of trees and shrubs; assists with overseeing City's mowing contractors, the Adopt-A-Spot Program, and brush drop off site.

### **ESSENTIAL FUNCTIONS:**

1. Assists in the planning and implementation of forestry and floral gardening projects, including procurement of necessary materials.
2. Fields complaints from the public and initiates appropriate corrective action within incumbent's scope of authority.
3. Using proper methods, tools, and practices, must operate equipment and perform the following tasks:
  - a. Tree planting;
  - b. Tree trimming;
  - c. Tree removal;
  - d. Tree maintenance; and
  - e. Apply herbicide and pesticide.
4. Must operate standard forestry equipment (e.g. various saws and pruners and other standard tree maintenance tools) from the ground and in aerial applications, both from rope and saddle and bucket truck.
5. Must climb, maneuver, and work effectively and efficiently using a rope and saddle.
6. Must have skill in operating listed tools and equipment.

7. Inspects conditions of forestry-related and Adopt-A-Spot plant materials, facilities and equipment for repairs and needed improvements.
8. Assists in the development and maintenance of safety practices and procedures.
9. Responds to emergency and routine call-outs outside of regular operational hours.
10. Keeps inventory, time and material records and maintains work reports as assigned.
11. May serve as a member on various employee committees.
12. Participates in the City's leaf removal and snow plowing programs.
13. Provides information and responds to inquiries from contractors, property owners, staff and the general public regarding assigned work projects.
14. Compiles information and prepares work progress reports as required.
15. Performs other duties related to those of the position and/or resulting from the needs of the organization.
16. Regular, predictable, and punctual attendance.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

#### **QUALIFICATIONS:**

1. Must have graduated from high school or have a GED equivalent.
2. Must have a combination of two (2) years of technical school and/or experience in proper tree and shrub planting, pruning of shade and ornamental trees and general removal and maintenance of trees and shrubs.
3. Must possess knowledge of the following: proper methods, tools and practices used in tree planting, trimming, removal and maintenance, as ascribed by the International Society of Arboriculture and the National Arborists Association; and preventive maintenance and care of forestry tools and equipment.
4. Must have the ability to operate standard forestry equipment (e.g. various saws and pruners and other standard tree maintenance tools) from the ground and in aerial applications, with rope and saddle and bucket truck.
5. Must demonstrate proficiency in climbing, maneuvering and working effectively and efficiently using a rope and saddle.
6. Must possess experience in calibrating and operating herbicide and pesticide distribution equipment.
7. Must have a working knowledge of the hazards and safety precautions common to municipal forestry activities.
8. Must have skill in operating listed tools and equipment.

9. Must be able to carry out assigned projects to their completion.
10. Must, be able to obtain within one (1) year of hire or, currently possess, and continuously maintain throughout the term of employment, a commercial pesticide applicators license through the Ohio Department of Agriculture.
11. Must, be able to obtain within one (1) year of hire or, currently possess, and continuously maintain throughout the term of employment, the Line Clearance Arborist Certification.
12. Must, be able to obtain within two (2) years of hire or, currently possess, and continuously maintain throughout the term of employment, the Certified Arborist Credential through the International Society of Arboriculture and the Line Clearance certification.
13. Must possess and maintain a valid State of Ohio Commercial Driver's License (CDL) Class "A" with air brake endorsement and tanker endorsement, throughout the term of employment.
14. Must have the ability to establish and maintain effective working relationships and communicate effectively, both orally and in writing, with City employees and officials and the general public.

**TOOLS AND EQUIPMENT:** Operates equipment as listed in the "Classification of Equipment" list under Specialist – Service (Exhibit C) of the A.F.S.C.M.E. Service Unit Contract, including but, not limited to: powered and non-powered hand tools and machinery repair equipment; automobiles and light trucks; leaf equipment; gas powered chainsaws; bucket truck; ropes and saddle; chipper, front end loaders with grapple; stump grinder, bed edger; spray equipment; and other associated tree maintenance and/or removal equipment. Also operates telephones, mobile and portable radios, computers, including basic word processing and spreadsheet software programs, copy and facsimile machines.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in field settings. Hand-eye coordination is necessary to operate tools and equipment, computers and various pieces of office equipment. While performing the duties of the job, the employee is constantly required to climb; balance; stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit; stoop, kneel, crouch or crawl; and talk or hear.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in the work environment is usually quiet while in the office, or moderately noisy to noisy when in the field.