

## **FORESTRY FOREMAN – SERVICE DEPARTMENT**

The City of North Olmsted Service Department is seeking a Full Time Forestry Foreman. The starting salary and job description are listed below. Qualified candidates may mail, email or fax their resume, salary history, references, and a completed City application located on the City's website under Human Resources Department by May 17, 2019.

**City of North Olmsted  
Department of Human Resources  
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North Olmsted, Ohio 44070  
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EOE**

### **CITY OF NORTH OLMSTED JOB DESCRIPTION**

#### **GENERAL DESCRIPTION:**

Responsible to lead and supervise service workers engaged in maintenance, repair and related general public service work; and other appropriate duties as assigned by or through the Service Director. This is responsible supervisory work which involves assigning and inspecting work of service workers in the performance of a wide variety of public work tasks. The Forestry Foreman works under the general direction of the Service Director and is responsible for assuring that routine public work functions are carried out effectively, efficiently and safely. The employee in this position usually assigns, instructs, oversees and inspects the work of service workers but may assist in the performance of maintenance, construction and equipment operation.

#### **QUALIFICATIONS:** An example of acceptable qualifications:

Associates Degree in Urban Forestry or closely related field; two years of increasingly responsible experience in Urban Forestry, and Grounds Maintenance or related field, or High school or GED equivalent including managerial responsibilities for technical, professional and labor or trades personnel preferred; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

#### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

Valid State of Ohio Driver's License, and the ability to maintain insurability under the City's vehicle insurance policy. Must possess and maintain a valid State of Ohio Commercial Driver's License Class A. ISA Certified Arborist (required) and/or ISA Certified Arborist Municipal Specialist (recommended). Valid State of Ohio Pesticide Applicator License (required must be obtained with six months of hire).

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Personal computer, printer, copy machine, fax machine, other standard business office equipment, motor vehicle.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee: works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in an area in which the means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85 db caused by blowers, backwashing filters, engines, etc.; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of electrical shock; has exposure to possible injury as a result of working with moving mechanical parts such as motor shafts, belts, clarifier drive, bar screw, etc.; is exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; works around chemicals in containers or in the form of dust, mists, fumes, or vapors; may be exposed to blood borne pathogens; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; may be required to work evenings, nights or weekends; lifts and carries objects weighing up to 75 pounds; exert up to 100 pounds of force occasionally and up to 20 pounds frequently to move objects; may be required to move objects weighing several hundred pound; must be able to frequently bend, stand, kneel, stoop, twist, turn, etc. to perform physical tasks; ability to climb and balance.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium to heavy work.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

**JOB DUTIES**

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

1. Supervises assigned staff of service workers in the performance of forestry maintenance, building maintenance, street maintenance, storm sewer maintenance and construction in accordance with plans, policies, required techniques, etc.; ensures safe and efficient performance of field work of maintenance workers, by planning, coordinating, supervising, inspecting and reviewing work of supervisors, lead workers and crew; supervises snow and ice removal and other public work; etc.
2. Inspects work in progress to assure conformance with instructions, performance standards and safety rules; makes recommendations to fix problems and issues related to public works projects; etc.

3. Prepares and amends work schedules, trains, instructs, and evaluate subordinate employees; etc.
4. Maintains records regarding work performed, materials used, and time spent on projects; etc.
5. Supervises and participates in forestry, and ground maintenance activities of public properties and right of ways. Assigning daily work of Forestry personnel. Instructs and trains seasonal staff on planting, pruning, disease detection, and treatment of trees.
6. Supervises and participates in the repair, maintenance and enhancement of drainage ditches, storm sewers, catch basins, and related appurtenances and the chemical spraying of drainage ditches.
7. Assist in preparing bid specifications; soliciting quotations from vendors, approving purchases, ensuring purchases meet departmental specifications and requirements.
8. Inspects trees and shrubs for disease infestation and other structural defects. Recommends and/or conducts treatment, pruning, and removal of public trees when necessary. Investigates complaints regarding hazardous private trees and enforces removal as necessary. Reviews landscape and planting plans for public properties.
9. Enforces Forestry/Storm Sewer ordinances. Recommends amendments to City ordinances as necessary. Issues permits for tree planting and removal.
10. Attends meetings as required by Director of Public Service; etc.
11. Maintains required licensures and certification.
12. Meets all job safety requirements and all applicable PERRP (Public Employment Risk Reduction Program) safety standards that pertain to essential functions.
13. Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other duties as assigned.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** city, department, and division goals and objectives;\* city, department, and division policies and procedures;\* personnel rules and regulations; supervisory principles and practices; manpower planning; employee training and development; project management; local geographic area; maintenance and construction principles; Wastewater Treatment rules, regulations and laws.

**Skill in:** use of office equipment.

**Ability to:** interpret extensive variety of technical material in books, journals, and manuals; deal with many variables and determine specific action; understand, interpret, and apply laws, rules, or regulations to specific situations; exercise independent judgment and discretion; compile and prepare reports; prepare maps, charts, graphs, or plans; respond to routine inquiries from public and/or officials; conduct effective interviews; understand a variety of written and/or verbal communications; read development plans; develop and maintain effective working relationships; prepare and deliver speeches and presentations; communicate effectively.

**POSITIONS DIRECTLY SUPERVISED:**

Laborer A

Laborer B

Laborer C

Part-Time/Seasonal

**Starting Salary Range**

\$17.94 per hour - \$35.66 per hour