

FORESTRY SERVICES MANAGER

Department of Public Works, Environmental Services – Forestry Section

The Forestry Section is responsible for designing, planning, planting and managing street trees (approximately 200,000), boulevards, landscapes, greenspaces and beautification projects. Forestry manages vegetation on 122 miles of boulevards, 57 tot lots, 59 greenspaces, 20 designated municipal properties, and 20 Downtown aboveground planters.

BASIC FUNCTION OF POSITION: Under the direction of the Environmental Services Superintendent, the Forestry Services Manager administers the operations of the Forestry Section. The position ensures that the Section has the human, technical and support resources needed to maintain the health, vigor, and beauty of Milwaukee's urban forest.

ESSENTIAL FUNCTIONS:

- Directs Urban Forestry Managers in the management of the Forestry section, including planning, design, construction, maintenance and operations of the city's boulevard median system, street tree population, municipal properties, landscaped, buffer and remnant areas.
- Manages Forestry field operations to include the planning, organizing and controlling of district operations, shop operations, nursery and greenhouse operations and technical service.
- Manages employee relations and personnel matters, labor relations, promotions, hiring, discipline, sick and injury pay control and employee safety programs.
- Represents the section in labor negotiations; Hears and resolves grievances.
- Works with the Department of Employee Relations on employee recruitment, testing and hiring.
- Manages the staffing of a seasonal workforce.
- Administers the financial management for the Forestry Section's operations.
- Directs and coordinates technical training and research activities for the section to include developing a comprehensive training program for entry level positions; Developing safety and training programs for all job classifications.
- Identifies, pilots, and implements new horticultural methods and management techniques that reduce costs and improve environmental quality.
- Manages ice control and plowing operations on a rotating basis with other division administrators.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree from an accredited college or university with a major in Forest Management, Urban Forestry, Landscape Architecture, Ornamental Horticulture, Agriculture, Public Administration or Business, Environmental Sciences, Parks Administration, Natural Resources or a closely related field.
2. A minimum of five (5) years of operational, administrative and supervisory experience that is closely related to the Essential Duties above.
3. Valid State of Wisconsin motor vehicle operator's license at time of appointment and throughout employment.
4. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.

Note: Equivalent combinations of education and experience may also be considered.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- ◆ Strong leadership, managerial, organizational and planning skills.
- ◆ Excellent communication, public speaking and presentation skills.
- ◆ Ability to effectively analyze, plan, organize and manage competing priorities and challenges under pressure.
- ◆ Ability to establish and maintain effective working relationships with employees, citizens, government officials and private sector representatives.
- ◆ Working knowledge of labor relations and personnel management.
- ◆ Ability to develop and manage budgets.
- ◆ Comprehensive knowledge of the methods, equipment and materials used in arboriculture, horticulture, irrigation installation/maintenance, as well as landscape and grounds maintenance.

THE CURRENT ANNUAL SALARY RANGE (13) is \$73,870 to \$103,426 annually.