

# TECHNICAL SERVICES SUPERVISOR

Department of Public Works Environmental Services – Forestry Division

## THE PURPOSE:

Under the direction of the Forestry Services Manager, the Technical Services Supervisor coordinates and supervises technical services for the Environmental Services section of the Operations Division. This includes development and implementation of in-service training programs; development and coordination of independent and cooperative research projects related to plant health care and urban forest management techniques and operations; supervision of six full-time technicians and additional seasonal staff engaged in regulatory and code enforcement activities for weeds and tall grass, public right-of-way encroachments and hazard tree abatement on public and private property. The position also directs and monitors tree protection requirements for construction activities impacting trees and landscaping in the right-of-way; provides public information services; and develops and coordinates hazardous materials management activities. The position provides additional technical and administrative support to the Forestry Services Manager and the Environmental Services Superintendent, and all sections of the Forestry Division.

## ESSENTIAL FUNCTIONS:

- Responsible for division hazard materials management including: compliance with local, state, and federal pesticide and hazardous materials regulations, and inventory of pesticides, chemicals and material safety data sheets on all potentially hazardous substances in division use.
- Oversee construction and code enforcement activities including: management of 6 full-time and 4 seasonal Forestry Technicians in enforcement of the noxious weed ordinance, public right-of-way encroachments, and hazardous and diseased trees on both public and private properties and the defense of appeals related to code enforcement violations and orders and coordinate and regulate contractor activities impacting city landscaping and trees
- Plans, coordinates and provides technical training activities within the division including: field and classroom training in landscape management and arboriculture for all new Urban Forestry Specialist Trainees; a comprehensive in-service training program for forestry personnel; and develops, acquires and maintains current written and visual instructional materials.
- Responsible for coordination of division's plant health care management program including: pest and disease diagnosis and treatment, pest incidence and population monitoring; coordinates, consults and makes recommendations on pesticide application programs including proper materials, equipment, calibration, methods, timing and personal protective equipment; supervises certain pesticide application programs; monitors pesticide use; maintains pesticide application records, pesticide labels and pesticide manual; coordinates cooperative state and federal quarantine and control programs for exotic and invasive landscape pests (Ex. Gypsy Moth, Emerald Ash Borer, Oak Wilt, etc.); and develops, implements and evaluates division's action plans for invasive and exotic pests.
- Responsible for research and development activities, including: the design, development and/or evaluation of new methods, materials, and strategies for pest management, plant health care and urban forest management; serve as liaison and coordinator of cooperative research with universities, governmental agencies and private companies; research, evaluate and administer various technical projects such as computerized street tree inventories and urban forestry management software applications.
- Provides management and administrative support including: the development of supporting specifications and requisitions for technical equipment and supplies; division representation at Administrative Review and Appeals Board meetings; recruitment, supervision and work planning for Urban Forestry Interns and Urban Forestry Specialist Trainees; prepare various technical and administrative reports and documents.
- Provides information services such as Milwaukee Urban Forestry Factsheets, press releases on division operations and concerns, provides field diagnostic and consultative services to division personnel, other city agencies and the general public; and develops technical information for supervisors and staff, elected officials, and citizens.
- Performs other duties as assigned

## MINIMUM REQUIREMENTS:

1. A Bachelor's Degree from an accredited college or university in Forestry, Horticulture, Forest Entomology, Plant Pathology, Biology, Plant Science or related field
2. A minimum of two years experience in technical instruction and materials development.
3. Valid driver's license at time of application and throughout employment.
4. Residence in the City of Milwaukee within six months of appointment and throughout employment.
5. Wisconsin Pesticide Applicator's license and ISA Certified Arborist certification within 6 months of appointment.
6. Technology transfer and/or ornamental plant research experience is preferred
7. Experience in database management and/or specialized urban forestry software applications is preferred.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of plant health care management principles.
- Working knowledge of research design and natural resources population sampling techniques.
- Working knowledge of government regulations regarding pesticides and hazardous material management.
- Working knowledge of arboriculture practices and techniques.
- Ability to write comprehensive technical reports, accurately interpret research data and transfer technology to a skilled workforce and prepare related articles for the general public.
- User level proficiency in Microsoft Office applications (Word, Excel, and PowerPoint). Working knowledge of Microsoft Access and Publisher applications.
- Strong interpersonal, written and oral communication skills and public presentation skills.
- Ability to carry out the physical activity required by the position.

**THE CURRENT SALARY RANGE (04) IS:** \$42,478 - \$59,468 annually.

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