

# URBAN FORESTRY MANAGER

Recruitment #1803-4833-001

<b>List Type</b>	Transfer/Promotional
<b>Requesting Department</b>	DPW-OPS-FORESTRY
<b>Open Date</b>	3/28/2018 12:30:00 PM
<b>Filing Deadline</b>	4/20/2018 11:59:00 PM
<b>HR Analyst</b>	Marti Cargile

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## INTRODUCTION

**\*\* THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE DEPARTMENT OF PUBLIC WORKS-OPERATIONS DIVISION-FORESTRY SERVICES EMPLOYEES ONLY**

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## PURPOSE

Under the direction of the Urban Forestry District Manager, an Urban Forestry Manager plans and manages the work activities of a Forestry District in order to meet the goals of the Department of Public Works (DPW)-Operations Division-Forestry Services. Arboriculture activities include planting and maintaining the City of Milwaukee's urban forest of 200,000 street trees. Landscape activities include planting and maintaining 120 miles of landscaped and irrigated boulevard medians and green spaces. The person in this position also manages district snow and ice control operations (on a rotating basis) and emergency response to wind and ice storms. The Urban Forestry Manager may assume the duties of an Urban Forestry District Manager in his or her absence.

## ESSENTIAL FUNCTIONS

- Plans, organizes, and coordinates staff and equipment needed to conduct year-round tree and landscape operations.
- Supervises field crews, including urban forestry technicians, crew leaders, specialists, apprentices, municipal equipment operators, and regular and seasonal laborers; monitors work quality, productivity, and adherence to work rules and safe work procedures.

- Coordinates on-going training at work sites.
- Assists in developing, analyzing, and evaluating operations and programs.
- Prepares work estimates. Investigates, resolves, and follows up on complex service requests from citizens and alderpersons.
- Prepares daily and biweekly work progress, safety, pesticide, training, and accident reports.
- Manages 24 hour snow and ice control operations and field crew responses to weather-related emergencies such as wind and ice storms and damage to trees caused by construction and other factors.
- Assumes authority, responsibility, and duties of the Urban Forestry District Manager in his or her absence.
- Administers tree and landscape maintenance contracts.
- Updates and maintains computerized street tree inventory and work records and generates listings and user-defined reports to efficiently manage district arboricultural operations.
- Assists in the development, coordination, and implementation of workforce development training and work experience programs.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## CONDITIONS OF EMPLOYMENT

- Urban Forestry Managers are subject to emergency call-out 24 hours a day, 7 days a week.
- Urban Forestry Managers must be willing and able to withstand a wide range of weather conditions as well as lift and move equipment and materials weighing up to 50 lbs.

## MINIMUM REQUIREMENTS

1. Regular status as a City of Milwaukee DPW-Operations Division-Forestry Services employee, having successfully completed a probationary period for a civil service position.
2. Associate's degree in arboriculture, horticulture, urban forestry, biology, environmental science, or a closely related field from an accredited college or university.
3. Five years of experience in urban forestry, horticulture, or arboriculture performing duties related to this position, including three years of supervisory

or lead worker experience at or above the level of Urban Forestry Crew Leader.

4. Wisconsin Department of Agriculture, Trade and Consumer Protection (WDATCP) Pesticide Applicator Certification Commercial Category 3.0-Turf & Landscape certification within six months of employment.
5. International Society of Arboriculture (ISA) Certified Arborist certification within six months of appointment.
6. Valid driver's license at time of appointment and throughout employment.

*Equivalent combinations of education and experience may also be considered, with the exception of the “three years of supervisory or lead worker experience at or above the level of Urban Forestry Crew Leader.”*

**IMPORTANT NOTE:** *College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.*

## DESIRABLE QUALIFICATIONS

- Bachelor's degree in a closely related field (see minimum requirements, #2) from an accredited college or university.
- ISA Tree Risk Assessment Qualification.
- ISA Municipal Specialist Certification.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of the modern principles and practices of arboriculture and landscape management.
- Knowledge of tree anatomy and physiology.
- Knowledge of and ability to identify common tree and landscape plant species as well as signs and symptoms of insects and diseases.
- Knowledge of governmental regulations and governing industry standards for arboricultural and landscape work, including pesticide regulations.
- Knowledge of the terminology, tools, equipment, materials, and methods used in arboriculture, including tree climbing and rigging systems, tree planting, pruning, structural support systems, and tree and stump removal.
- Knowledge of the methods, tools, equipment, and materials used in horticulture, landscaping, and grounds maintenance.

- Knowledge of and ability to use computer applications, including Microsoft Office, street tree inventory and management software, and geographic information systems (GIS) forestry applications.
- Knowledge of mathematics and ability to perform accurate calculations.
- Oral communication and customer service skills to be able to investigate, resolve, and respond promptly to complex service requests from citizens and alderpersons.
- Written communication skills to be able to craft policies and procedures, evaluate operations, prepare reports, and write correspondence.
- Interpersonal skills; ability to establish and maintain effective working relationships with senior staff, direct reports, elected officials, contractors, other agencies, and the public.
- Ability to work cooperatively, effectively, and fairly with coworkers and citizens whose backgrounds may differ from one's own.
- Ability to effectively supervise, discipline, evaluate, engage, train, and coach field crews performing urban forestry activities.
- Ability to train employees in the use of specialized industry software and hardware.
- Ability to analyze and solve complex problems and issues and exercise sound judgment.
- Ability to plan, organize, and coordinate work, staff, and resources and to meet deadlines.
- Ability to effectively manage activities and remain calm during emergency operations.

## CURRENT SALARY

The current salary range (PG 1DX) for City of Milwaukee residents is \$54,865-\$76,806 annually, and the non-resident salary range is \$53,519-\$74,922. *Appointment will be made in accordance with the provisions of the salary ordinance.*

## SELECTION PROCESS

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. DPW-Operations Division-Forestry Services reserves the right to call only the most qualified candidates to oral exams, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

**INITIAL FILING DATE** – The selection process will be held as soon as practical after **Friday, April 20, 2018**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. The

applicant is responsible for attending all phases of the selection process at the time and place designated by the Department of Employee Relations and/or the hiring authority.

*Note: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process who have successfully passed a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.*

## ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202.

## CONCLUSION

*EEO 103*

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*

**Click on a link below to apply for this position:**

**Fill out the Supplemental Questionnaire and Application NOW using the Internet.**

