



## **TRANSFER/PROMOTIONAL OPPORTUNITY**

**ONLY CURRENT CITY OF MILWAUKEE FORESTRY DIVISION EMPLOYEES WILL BE CONSIDERED**

### **URBAN FORESTRY DISTRICT MANAGER** **Department of Public Works-Environmental Services-Forestry**

**PURPOSE:** Under the general direction of the Forestry Services Manager, the Urban Forestry District Manager directs and administers all field operations and functions including fiscal management, personnel administration, technical and safety training, daily and seasonal work scheduling, long range strategic planning, code enforcement, and citizen/aldermanic response for one-half of the Forestry Section. Operationally, the District Manager is responsible for 1/2 of the section's boulevards, municipal properties, street trees, and tot lots. The District Manager also manages City of Milwaukee Snow and Ice Control operations on a rotational basis with other Snow Duty Managers. The Urban Forestry District Manager assumes the duties of the Forestry Services Manager in his/her absence.

#### **ESSENTIAL FUNCTIONS:**

- Manages and directs all street tree, boulevard, and landscape design maintenance programs and activities for 1/2 of the city
- Prepares financial management strategies for O&M and Capital budgets and monitors expenditures and productivity in assigned work areas
- Administers the construction, maintenance, and use of the boulevard irrigation systems which directly connect to the city's potable water system to assure compliance with city and state regulations
- Assists in the planning of the section's annual work cycle.
- Administers field operations inventory control in assigned work areas.
- Assists in the plan review and monitoring of paving and construction projects which impact Forestry infrastructure
- Administers various tree and landscape service contracts.
- Coordinates the development, analysis and evaluation of various operations, programs and technology integration for maximum efficiency and effectiveness.
- Maintains various infrastructure inventories, databases, and records
- Reviews employee performance for productivity, adherence to city policies, salary adjustments and disciplinary actions.
- Oversees district personnel administration, including labor relations, discipline, hiring, affirmative action, employee safety and development
- Monitors and administers needed control procedures for use of sick leave, injury pay, and vehicular accidents.
- Plans and coordinates seasonal workforce needs for assigned areas
- Directs field participation in long-range planning efforts for safety training and research programs
- Writes and reviews specifications and requisition of tools, plants, and equipment
- Develops plans and specifications for the letting of contracts and service orders
- Administers and supervises the enforcement of city ordinances related to right-of-way and hazardous trees

## ***Urban Forestry District Manager***

---

- Coordinates and directs the district's participation in the general city effort to respond to emergency conditions such as snow, ice, floods, windstorms, tornadoes, labor disturbances, etc. On call 24 hours year-round
- Performs other job-related tasks as assigned.

**CONDITIONS OF EMPLOYMENT:** The Urban Forestry District Manager is subject to emergency call-out 24/7.

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

### **MINIMUM REQUIREMENTS:**

1. Current status and at least six months experience as a regularly appointed employee of the City of Milwaukee, Forestry Division, having passed the probationary period for the current position held.
2. Bachelor's degree in urban forestry, forest management, horticulture, arboriculture, environmental science, biology or closely related field from an accredited college or university.

**NOTE: Copies of transcripts must be submitted with application -OR- sent to Forestry Services Manager, David Sivyer at 841 N Broadway, Room 619 Milwaukee, WI 53202. (Student copies are acceptable.)**

3. Minimum of five (5) years operational experience in urban forestry, arboriculture, or horticulture performing duties related to this position, including a minimum of three (3) years forestry management/administrative experience.

**Note.** Equivalent combinations of training and experience may also be considered.

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 Wisconsin driver's license at time of appointment and throughout employment.

### **DESIRABLE QUALIFICATIONS:**

- Master's degree in urban forestry, arboriculture, forestry, horticulture or closely related field from an accredited college or university.

### **KNOWLEDGE, SKILLS, ABILITIES, AND 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 the maintenance characteristics and operational impacts associated with various species
- Knowledge of governmental regulations and governing industry standards for arboricultural and landscape work, including safety and pesticide regulations.

## ***Urban Forestry District Manager***

---

- 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 the installation and maintenance of irrigation systems.
- Knowledge of and ability to use computer applications, including Microsoft Office, Milwaukee Call Center applications, street tree inventory and management software, and geographic information systems (GIS) forestry applications.
- Knowledge of electronic field data collection methods and procedures.
- Ability to train employees in the use of specialized industry software and hardware.
- Ability to direct, supervise, evaluate, motivate, train, coach, and discipline subordinate employees
- Oral and written communication skills.
- Knowledge of mathematics and ability to perform accurate calculations.
- Interpersonal skills; ability to establish and maintain effective working relationships with senior staff, direct reports, elected officials, other agencies, and the public.
- Customer service skills; ability to respond proactively to service requests and effectively diffuse conflict among employees and the public.
- Ability to analyze and solve complex problems and issues and exercise sound judgment.
- Ability to plan, organize, and coordinate work, staff, and resources to meet deadlines.
- Ability to effectively direct and manage emergency operations.
- Ability to withstand a wide range of weather conditions.
- Ability to safeguard City equipment and facilities.
- Ability to lift and move equipment and materials weighing up to 10 lbs.
- Ability to operate for training purposes industrial vehicles (skid-loaders, chippers, lift trucks, stump grinders, mowers, trailers) and equipment (chain saws, leaf blowers, string trimmers) used to maintain an urban forest.

**THE CURRENT SALARY RANGE (SG 1HX) IS:** \$69,089.54-\$96,721.82 annually.

**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; a written test, an interview; or other assessment methods. The Department of Employee Relations and the hiring department reserve 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.

### **APPLICATION PROCEDURE:**

- Applications may be obtained from the Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee, WI 53202, by calling 286-3751, or by visiting [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs).
- Applications should be returned to: **David Sivyer, Forestry Services Manager, at 841 N Broadway, Room 619 Milwaukee, WI 53202, by October 4, 2012**. *Receipt of applications may be discontinued any time after that date.*