



# MICHIGAN CITY, INDIANA

Human Resource Department ~ Ta-Tanesha C. George, Director ~ 219.873.1427 ~ e-mail: [tgeorge@emichigancity.com](mailto:tgeorge@emichigancity.com)

June 13, 2022

## NOTICE OF VACANCY

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**DEPARTMENT:** ARBORIST/MAYOR'S OFFICE  
**SALARY:** \$62,377.21 ANNUALLY  
**FLSA STATUS:** EXEMPT, FULL-TIME

Incumbent in this position serves as Arborist under the direction of the Mayor's Office. This position will perform all aspects of tree maintenance, regularly responding to emergency situations involving City trees, performs a variety of technical tasks including management and development of urban tree canopies.

### **DUTIES:**

Develops, plans, and directs forestation and reforestation projects, maintaining tree inventory and hazard tree assessment for the City, coordinating the inspection, pruning, and pest control for all City trees, and conferring with architects and developers to discuss tree preservation techniques.

Prepares annual tree-planting plan and prepares and maintains street tree maintenance plan/inventory. Investigates and prioritizes service requests and prepares contracts for services.

Works with professional organizations to earn and maintain continuing education credits through the Continuing Forestry Education (CFE) program by educational workshops, seminars, conferences, field trips, video conferences or self-study.

Acts as liaison to other City Departments, outside agencies and the public to coordinate departmental operations, interpret departmental objectives, and solicit input. Responds to inquiries, requests, and complaints from City Departments, outside agencies and the public. Ability to interact with the public, City Departments, and outside agencies with patience, tact, respect, and professionalism.

Oversees and/or may trim, remove, and cable trees in parks and street right-of-ways. Removes, processes, and disposes of debris. Estimates time, materials and equipment required for assigned jobs. Logs and identifies the varieties of trees and determines how each is uniquely pruned or removed.

**DUANE PARRY - MAYOR**

City of Michigan City ~ City Hall ~ 100 East Michigan Boulevard, Michigan City, IN 46360 ~ 219.873.1400  
web ~ [emichigancity.com](http://emichigancity.com) e-mail ~ [dparry@emichigancity.com](mailto:dparry@emichigancity.com)

Maintains accurate reports of daily work; assists in planting trees as needed; develops, administers, and supervises Urban Forest Management Plan. Assists in planning and implementing projects for control of floods, soil erosion, tree diseases, and insect pests in forests.

Drafts/writes and enforces ordinances, policies, and procedures relating to arboricultural and urban forestry practices.

Writes and administers various grants that will improve environmental health and diversity.

Manages and coordinates specific tree programs, including Tree City U.S.A.

Purchases supplies and equipment and stays within assigned budget; maintains accurate records of work and departmental files, and performs other duties as needed.

Baccalaureate Degree in Biology, Forestry, or related field, with experience as a supervisor or plant background. Ability to meet all departmental hiring requirements, including passage of a drug test.

Ability to operate standard departmental equipment, including chainsaw, hand tools, vehicle, small engines, and heavy equipment. Ability to operate an aerial lift device (bucket truck) to assist with the clearing and removal of tree limbs and branches without interference to power lines.

Ability to work alone with minimum supervision, and with others in a team environment, and on several tasks at the same time, often under time pressure.

Ability to plan and layout assigned work projects; ability to work overtime for storm response or other emergency related tree issues which includes late night, early morning, weekend and holiday hours. Overtime may be required.

Ability to obtain a CDL license and physical within 120 days of hire. Possession of a valid driver's license and a demonstrated safe driving record.

Incumbent reports directly to the Mayor.

The successful candidate will be eligible for a full benefit package which includes medical, dental and vision insurance after 90 days and an employer paid life insurance benefit. Employees also earn vacations days after one year. The City of Michigan City is a PERF covered employer.

Applications and resumes will be accepted in-person at the Personnel Department in City Hall, 100 E. Michigan Boulevard, Michigan City, IN 46360 through Friday, July 1, 2022. They may also be sent via U.S. Mail or emailed to [tgeorge@emichigancity.com](mailto:tgeorge@emichigancity.com).

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Applications can be downloaded from [www.emichigancity.com](http://www.emichigancity.com) or picked up from City Hall. For your convenience, applications are also available outside on the south side of City Hall. Please place your completed application and resume in the secure drop box.

The City of Michigan City is an Equal Opportunity Employer all qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, national origin, sexual orientation, gender identity, or status as a protected veteran. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

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