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GALE A. NEULIEB  
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CITY OF MICHIGAN CITY

**POSITION DESCRIPTION  
CITY OF MICHIGAN CITY, INDIANA**

**POSITION:** Arborist  
**DEPARTMENT:** Mayor's Office  
**WORK SCHEDULE:** 7:00 a.m. – 3:30 p.m. M-F  
**JOB CATEGORY:** PAT III (Professional, Administrative, Technological)

**DATE WRITTEN:** May 2019

**STATUS:** Full-time

**DATE REVISED:** December 1, 2021

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Michigan City provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

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.

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.

Investigates and prioritizes service requests and prepares contracts for services.

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.

May supervise seasonal staff, including interviewing candidates and making hiring recommendations, orienting new subordinates, planning, delegating, and controlling work assignments, establishing specific work goals, and evaluating performance results.

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.

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.

Performs other duties as needed.

#### **I. JOB REQUIREMENTS:**

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.

Knowledge of and ability to understand Safety Data Sheets (“SDS’s”), governmental policies and procedures, plan drawings, hazard tree recognition, identify trees/plants, and principles of pruning.

Working knowledge of standard English grammar, spelling and punctuation, and ability to properly operate standard office equipment such as computer.

Ability to operate standard departmental equipment, including chainsaw, hand tools, vehicle, small engines, and heavy equipment.

Ability to comply with all employer and department policies and work rules, including, but not

Mayor’s Office/Arborist

limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to, or maintain confidentiality of, department information and records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other City Departments, Tree Board, contractors, local agencies, and the public including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to compile, collate, classify, analyze and evaluate data.

Ability to coordinate, place, make determinations, and act based on data analysis.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

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 prepare detailed reports.

Ability to apply knowledge of people and/or locations.

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 plan and layout assigned work projects.

Ability to plan and present public speaking presentations, fund raisers, and special events.

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.

## **II. DIFFICULTY OF WORK:**

Incumbent uses general guidelines and instructions, selecting the most appropriate for application to specific tasks and duties. Incumbent performs a broad range of duties involving complicated considerations and variables, many of which consist of tasks that are unique or innovative.

## **III. RESPONSIBILITY:**

Incumbent performs duties within general guidelines where desired results are indicated. Incumbent is responsible for addressing unusual problems and/or circumstances and may discuss these with supervisor. Incumbent's decisions have a substantial impact on departmental operations, and work product is periodically reviewed upon conclusion for soundness of judgment and conformity with departmental standards.

**IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other City Departments, Tree Board, contractors, local agencies, and the public for the purposes of giving and receiving information, rendering service, and exchanging ideas.

Incumbent reports directly to the Mayor.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, outdoors, and in a vehicle involving driving, sitting/standing/walking for long periods, handling/grasping/fingering objects, pushing/pulling objects, lifting/carrying objects weighing over 50 pounds, close/far vision, bending/reaching, crouching/kneeling, color/depth perception, speaking clearly, and hearing sounds/communications. Must be able to work at heights in excess of 35-feet or higher.

Incumbent primarily performs duties outdoors, including working in extreme temperatures and inclement weather, walking on uneven terrain, working with or near chemicals, fumes, dirt, odors, and dust, in a noisy and confined environment, and in high places. Protective clothing or equipment such as gloves, eye protection, and boots are used, as needed. Safety precautions must always be followed to prevent injury to self and others.

**VI. OTHER:**

The Arborist position is an appointive position of the Mayor. Specific job duties and job requirements are established at the discretion of the Mayor. A person appointed to Arborist position serves at the pleasure of the Mayor, works exclusively for the Mayor, and may be terminated by the Mayor at any time.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Arborist for the Mayor describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name