

**Title: City Arborist/Street Maintenance Worker**  
**Dept.: Street Department**

**Nature of Work:** This is a regular, full-time, working supervisory position, requiring a combination of supervisory, public relations, clerical, and manual labor skills. The City Arborist/Street Maintenance Worker performs work individually as well as directing and/or exercising supervision over a small group of skilled, semi-skilled and unskilled personnel. In performance of the daily work, the City Arborist/Street Maintenance Worker is primarily responsible for maintenance and beautification of public right-of-ways and grounds; tree planting, trimming and maintenance; herbicide application and spraying; planting and maintaining landscaping plants and flowers; maintenance of creeks and drain-ways; mowing and trimming; maintaining and keeping accurate records; routinely meeting the general public; assigning job tasks and tracking employees; snow and ice removal; performing routine maintenance and cleaning of equipment; and other tasks as assigned. Work is required to be performed in all types of inclement weather. The City Arborist/Street Maintenance Worker receives direction from and reports directly to the Street Commissioner, who periodically reviews work in progress. The City Arborist/Street Maintenance Worker is also called upon to assist with other aspects of Public Works and Parks and Recreation maintenance, operations, and special programs especially during certain municipal emergencies; these may include but are not limited to cemetery operations and street maintenance operations. This is a mandatory overtime position that requires work hours outside of the normal Monday through Friday 7am to 4pm work day as necessary to carry out the responsibilities and mission of the Street Department.

**Essential Duties:**

1. Supervises the tree, brush and limb maintenance operation and personnel in The City of Franklin, Franklin, IN. Accurately keep and maintain daily records. Replies to correspondence both verbally and/or in writing. Adheres to City ordinances and state laws and regulations. Maintains a positive working relationship with supervisors, co-workers, subordinates, and the general public. Prepares and submits payroll information, leave and overtime forms to Street Commissioner for review and approval. Schedules and works overtime as required for public works operations and recruits the necessary personnel for overtime work. Trains and evaluates personnel. Recognizes, documents and reports to supervisor employees violating personnel rules and regulations; maintains and respects proper chain-of-command between subordinates, co-workers, and supervisors.
2. Uses tact and good judgment in communicating with the general public, subordinates, co-workers, and supervisors. Interacts with the general public in a professional manner and explains and answers questions about the immediate work being performed or work to be performed. Provides information, advice, and assistance to other City Departments and general public on forestry operations and horticultural concerns. Collects, creates and distributes written information, handles complaints, resolving problems and answering questions. Involves telephone, verbal, written, and personal communication and contact with citizens and other City personnel.

3. Participates with the City of Franklin Tree Board and acts as the Tree Board Arborist. Will act as Tree Board Designee when asked, to meet the goals and requirements of the board. Coordinates and oversees tree-trimming and removal operations. Will report to the City of Franklin BOW as required. Responds to citizen requests, inspects and evaluates trees and areas to be trimmed or removed. Determines equipment and personnel necessary for work. Assists other departments, coordinates and monitors contracted work. Monitors work-in-progress and resolves problems. Assists and coordinates storm damage or emergency trimming. Assists other departments with tree-related concerns.
4. Coordinates special events and activities for the City such as Arbor Day, and Tree City USA programs. Prepares press releases, maintains contact with other officials and organizations, arranges sites and dates of events, completes reports and necessary paperwork. Maintains and updates the City's street tree inventory.
5. Purchases and inspects plant materials, equipment, and tools. Prepares specifications, receives and reviews bids and quotes. Inspects materials and equipment upon arrival for defects, quantities, etc. Assists with minor tool and equipment trouble-shooting and repair.
6. Assist with the following, planning and designing landscape areas in various locations in and throughout the City, recommendation of species and varieties of trees and plants for both public and private developments, establishes maintenance protocols, means and methods. Visits sites and assist in preparation of areas for installation, including utility locations, spacing and layout. Assist with monitoring, evaluating and adjusting designs as needed. Assist in researching trees, plants, materials and tools needed for specific landscape jobs.
7. Inspects plant material for insects, disease, vandalism, value, damage, etc. Determines corrective action. Responds to phone calls and requests. Analyzes problems via on-site inspections. Advises citizens or appropriate agency on recommendations. Initiates action by City crews, if necessary. Follows-up with comprehensive reports and daily paperwork.
8. Prepares and maintains numerous records on planting activities, trimming, spraying, and vegetation removal. Prepares annual reports covering forestry operations. Assists in budget process for the Street Department. Prepares annual work plans, researches cost estimates for equipment, tools and plant materials. Prepares specifications, bids, quotes, and invoices for purchasing equipment for tree, brush and limb maintenance. Assists in vendor and contractor selection. Accurately orders and keeps track of materials used and needed for job assignments and tasks. Administers and oversees the City's contract mowing operations.
9. Keeps abreast of current and updated methods, techniques and procedures used in urban forestry operations. Attends training seminars, pursues, obtains, and keeps current required and appropriate certifications. Reads and reviews industry journals.
10. Supervises and performs maintenance and repairs of City facilities, including but not limited to: beautification and maintenance of City properties and right-of-ways; tree planting, maintenance, trimming and removal; debris and trash removal; brush trimming and tree removal; installation and maintenance of fencing, gates, and other appurtenances; installation and

maintenance of landscaping and retaining walls; cleaning and maintenance of drain-ways, box culverts, and the like; installation of temporary traffic control devices; and supervising workers in the assistance and support of other departments or divisions with the performance of their respective work activities; and other work as assigned.

11. Coordinates preventive maintenance scheduling for equipment with central garage supervisor. Performs and oversees the daily servicing of equipment. This includes washing, greasing, refueling, inspecting fluid levels, checking for worn parts, loose belts, dirty air filters and radiators. Keep storage areas cleaned and organized.

12. Practices good safety and is knowledgeable of standard safety practices and procedures. Possesses the ability to recognize hazardous situations and exercise extreme caution and good judgment when working in and around excavations, machinery, vehicles and other related equipment. Has ability to properly instruct and train others in the safe and proper use of equipment, tools, and personal protective equipment (PPE).

13. Effectively comprehends and follows oral and written instructions to implement all phases of Street Department operations. Ability to read and understand drawings, plans, specifications and field alignments or grade stakes. Ability to speak clearly and distinctly into microphone, two-way radio and telephone in order to be clearly understood. Ability to work in an environment that often requires temporary re-direction for emergency work; returns to scheduled work without hesitation or prompting.

14. Operates basic office equipment, i.e., calculators, copy machines, fax machines, etc. Efficiently and effectively utilize Microsoft Windows based computers and software including Microsoft Office Products, Word Perfect, Lotus 123, e-mail, database applications, record keeping software, and other software as necessary.

15. Traverse difficult and uneven terrain in all types of adverse and extreme weather conditions; including rain, snow, ice, mud, cold, heat, humidity, etcetera. Performs strenuous manual labor for extended periods of time.

**Other Duties:** Performs other duties and assignments related to the overall operation of the Street Department for The City.

**Work Environment:** Work environment will consist primarily of outdoor environments, which exposes the employee to fumes, excessive noise, extreme hot and cold weather, rain, mud, snow, ice, uneven terrain, open excavations, heavy equipment, heavy objects and working in and around moving equipment. At times there will be office time expected.

**Physical Demands:** Work requires the regular and sustained performance of strenuous manual labor and heavier physical tasks such as walking over rough and uneven terrain, bending, stooping, crouching, pushing, pulling, lifting, etcetera. Operation of heavy trucks and equipment, pickup trucks, tractors, mowers, string trimmers, saws and other power assisted or manual equipment for extended periods of time. Frequent and continuous lifting and carrying of moderately heavy objects between 15 and 49 pounds and often carrying heavy objects weighing

50 pounds or more. Work also requires the ability to perceive and/or discriminate colors, sounds, depth and texture.

**Minimum Acceptable Qualifications:** Bachelor's degree in urban forestry, horticulture or closely related field. International Society of Arboriculture (ISA) Certified Arborist, with an ISA Municipal Specialist certification (desired but not mandatory). Possess a minimum of three (3) to five (5) years of forestry and horticulture experience including: urban forestry operations, tree maintenance, and landscaping maintenance. Supervisory experience desirable. Previous experience with Tree City USA programs desirable. Must pass background check and pre-employment drug screening test. Must possess or obtain and maintain a valid CDL Class B Indiana State vehicle operator's license with both "tank" and air-brake endorsements within 60 days of employment. Must possess or obtain and maintain valid Indiana herbicide/pesticide operator's license with ornamental and turf grass certifications within 60 days of employment.

**Residency Boundary Requirement**

**Regular, full-time position/overtime eligible**

**Pay Grade (\$34,500 to \$38,500 annually) DOQ**

Submit a completed City of Franklin Application for Employment to the City of Franklin Street Department Office, 951 Hamilton Ave., Franklin, IN 46131, by 5:00 p.m., Friday, August 21, 2009. Applications may be obtained at City Hall or printed from the City's website [www.franklin-in.gov](http://www.franklin-in.gov). The City of Franklin is an Equal Opportunity Employer.