

City of Hazen

PO Box 717
Hazen ND 58545
701-748-2550

POSITION: Forester/Public Works Specialist

CLASS SUMMARY:

Employee performs technical work in the care of trees, shrubs and other plant materials on City and Park District properties and right of ways. Duties also include working with street crew and sanitation crew for routine public work activities as well as providing training and working with tree equipment operation.

FLSA STATUS:

Full-Time Non-exempt

Reports to: City Commissioner with Forestry Portfolio and Public Works Director.

Summary: Perform administrative support, lead and technical work in the weed control, grounds maintenance, care of trees, shrubs and other plant materials on City and Park District property and right of way. Employee is responsible for performing skilled and semi-skilled operations, maintenance and repair activities in/on public works facilities and equipment. Demonstrate thorough knowledge of urban forestry and horticultural practices. Willingness to work with City Forestry Board to develop and implement goals and objectives for forestry program according to the community needs.

Essential Duties:

- 1) Direct and participate in forestry, weed control and grounds maintenance activities on public property and right of way. Lead daily work of Forestry, Weed Control and Parks and Recreation District staff as assigned. Instruct staff on planting, pruning, disease detection and treatment of trees, weed control and grounds maintenance. Train staff as necessary.
- 2) Recommend equipment and material needs for purchase. Operate and perform routine maintenance of vehicles and equipment. Assist in coordinating formal documents such as bid forms and specifications.
- 3) Work with City Forestry Board to develop City Forestry program budget recommendations. Assist in preparation of budget. Prepare program and project proposals for City Forestry Board. Keeps records of program activities as basis of reports to committee and City Commission for grants, and writing grants, etc.
- 4) Inspect public trees and shrubs for disease infestation and other structural defects. Recommend and/or conduct treatment, pruning and removal of public trees when necessary

- 5) Represent the City, Park District & Forestry Board regarding forestry program. Investigate complaints regarding hazardous private trees and enforces removal as necessary.
- 6) Design and implement landscape and planting plans for public property and right of way.
- 7) Plan and conduct community workshops on forestry and horticulture subjects.
- 8) Enforce Forestry ordinances. Recommend amendments to City Forestry ordinances as necessary. Issue permits for commercial tree trimmers for tree trimming and removal on public property and boulevards/right of ways.
- 9) Other duties of similar nature as assigned.

Knowledge (position requirements at entry):

Knowledge of:

- 1) Urban forestry and arboricultural principles and practices as applied to planting, care and maintenance of trees;
- 2) Horticultural practices and design principles;
- 3) Use and care of tools and equipment used in tree care and maintenance;
- 4) Tree diseases, infestations and corrective treatment;
- 5) Tree species and ability to identify trees and shrubs growing in our area;
- 6) Weed control techniques;
- 7) Grounds maintenance techniques;
- 8) Proper use and maintenance of forestry and grounds maintenance related equipment.

Skills:

Skill in:

- 1) Diagnose tree and shrub problems and diseases and proper care procedures;
- 2) Ability to plan, organize, lead and evaluate the work of personnel;
- 3) Public speaking;
- 4) Tactfully work with public and staff on controversial issues;
- 5) Establishing and maintaining effective working relationships with employees, officials and the public;
- 6) Use of hand and power tools:

- 7) Maintain files and records;
- 8) Operation of personal computer and related software;
- 9) Communicate effectively orally and in writing;
- 10) Weed control and grounds maintenance.

Training and Experience

Associates Degree in Urban Forestry or closely related field **and/or** two years of increasingly responsible experience in Urban Forestry, Weed Control and Grounds Maintenance or related fields, or an equivalent combination of education/experience necessary to perform the duties of this position.

Licensing Requirements (position requirements at entry):

- 1) Valid Drivers License
- 2) Pesticide and herbicide application license within six months of hire.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, feeling, talking, hearing and seeing.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Annual Forestry Work Schedule

January-March

1. Plan movement of nursery trees onto city property (Library, Hazen School grounds, Hazen Parks) and boulevards. Update citizen boulevard tree sign-up sheet
2. Plan Arbor Day ceremony and city tree give away with Hazen Tree Board members.
3. Corrective pruning of nursery trees. Train young trees to have a single central leader and remove weakly attached branches and branches that interfere with the leader.
4. Monitor woodpiles for Elm firewood

5. Trim boulevard trees to comply with city ordinances. Remove branches that interfere with sidewalks, streets, and signs.
6. Attend NDUCEFA workshop in February if possible.
7. Meet with Hazen Tree Board
8. Survey urban forest for hazardous trees. Mark hazardous trees for city removal.

April

1. Remove plastic wraps from trees
2. Finalize plans for Arbor Day; meet with Hazen Tree Board
3. Attend ND Forest Service spring workshop and Tree City Awards Program
4. Begin to plant new nursery trees if weather and soil conditions permit
5. Hook up and repair drip irrigation system for nursery if weather permits.
6. Apply for funds from Mercer County Water Resource Board for the purchase of trees.

May-August

1. Hold Arbor Day Ceremony and annual city tree give away
2. Tree maintenance: tilling nursery, mowing, weeding, watering, insect and disease control within nursery and city wide plantings
3. Prune out dead wood in all plantings
4. Plant and mulch replacement trees and shrubs
5. Continue planting in city nursery and on city boulevards.
6. Monitor for Dutch Elm Disease all season- especially late June and July- and remove immediately those trees diagnosed as infected on public property. Send removal notices to citizens with DED trees on private property.
7. Respond to citizen requests on tree care, insect infestations, etc.
8. Remove suckers and sprouts from all trees before spraying Round-Up; prune up low branches to avoid spray damage.

9. Spray Round-up around all mulched trees and landscape plantings
10. Prune for clearance over streets, sidewalks, and around signs
11. Check urban forest after summer storms for hazardous trees; remove downed branches from city streets and sidewalks.
12. Spade trees from nursery onto boulevards and other city property if city foreman available in early spring and late August

September

1. Remove stakes and ties from trees planted the previous year
2. Order trees and shrubs for planting season (new nursery trees, city planting projects, and for Arbor Day city tree giveaway)
3. Inventory plantings for needed replacements
3. Continue watering trees and shrubs in newer plantings
4. Attend any workshops
5. Winterize nursery irrigation system
6. Apply wood chip mulch around trees
7. Prune along sidewalks and street trees

October

1. Spade trees from nursery to public property and boulevards
2. Wrap trunks of thin-barked trees and young trees; wrap branches to prevent deer rubbing damage
3. Clean up all tools and store for winter
4. Store all chemicals in heated storage area
5. Water newly planted conifers
6. Forestry budget
7. Continue to apply wood chip mulch around trees

November, December

1. Continue to spade trees from nursery in early November if weather permits; fill holes in nursery left from tree spading; remove trees from nursery that have grown too big to spade
2. Submit application for Tree City USA designation and Growth Award