

# CITY OF MENASHA

## Position Description

**Position Title:** Arborist  
**Department:** Parks, Forestry & Cemetery  
**Status:** Non-Exempt  
**Position Reports To:** Parks, Forestry & Cemetery Superintendent  
**Date of Description:** November 2013

### **SUMMARY**

This is a skilled position responsible for all aspects of arboriculture with the Department of Parks, Recreation, Forestry and Cemeteries. Primary duties involve planting, pruning, removing and caring for trees along city streets, parks, and other City owned properties. This position will perform a variety of maintenance tasks from unskilled to skilled for the Department of Parks, Forestry & Cemeteries.

### **ESSENTIAL FUNCTIONS to include the following:**

- Removes City-owned trees, which are dead, diseased or damaged from storms, accidents, vandalism, etc.
- Plants trees on City property, including parks, cemeteries, terraces, boulevards and rights-of-way.
- Prunes City-owned trees to insure proper growth, eliminate hazardous conditions, and public safety.
- Prunes roots on City-owned trees for construction projects, utilities, etc.
- Operate forestry/parks equipment including but not limited to, aerial lifts, chain saws, chippers, stump grinders, dump trucks, tractors/loaders, sprayers, and mowers, etc.
- Perform various tree maintenance utilizing hand and power tools at ground level and aloft using rope and saddle equipment.
- Assist supervisor by diagnosing plant health problems.
- Assists in all aspects of the maintenance and operations of City parks, forestry, and cemeteries.
- Assist in forestry/park construction projects.
- Attend seminars and workshops to keep up-to-date on the latest technology concerning Arboriculture and Urban Forestry.
- Report all vandalism and accidents to Park Superintendent.
- Assists with snow removal and ice control.
- Perform other duties as assigned.
- Report for work as scheduled.

### **MINIMUM REQUIREMENTS/QUALIFICATIONS OF POSITION**

- Associate or Bachelor's Degree in Arboriculture, Urban Forestry or related field and at least one (1) year Arborist work experience; OR high school graduate/equivalent and at least three(3) years work experience in Arboriculture, Urban Forestry, horticulture, or related comparable landscape/grounds keeping.
- Certification from the International Society of Arboriculture as a Certified Arborist.
- Knowledge of the practices and principles of Arboriculture/Forestry including but not limited to tree identification, pruning, and removal procedures.
- Knowledge of the methods, materials, tools, and equipment used in Arboriculture/Urban Forestry.
- Ability to climb and work in trees with ropes and saddles in trees over 60 feet in height.

- Ability to use and care for ropes, knots, climber hooks, riggings, and tools commonly used in tree trimming and felling operations.
- Ability to operate effectively forestry equipment, including aerial lifts, chippers, stump grinders, tractors/loaders, dump trucks, and chain saws.
- Knowledge of the occupational hazards and safety precautions necessary for tree work and working in traffic.
- Possess and maintain a pesticide applicators certification in Wisconsin.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with other employees and able to communicate with the public in a courteous and tactful manner.
- Knowledge and compliance with safety policies and procedures.
- Valid Wisconsin CDL Class “B” Driver’s license with air brake restriction lifted and “N” (tank vehicle) endorsement and good driving record.

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, stand, walk and use both hands to handle, touch, grasp; reach with hands and arms, climb, balance, stoop, kneel, crouch or crawl, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.
- Ability to lift 50 pounds on a frequent basis and operate heavy tools for extended periods of time.
- Ability to perform duties in varying conditions: exposed to wet, cold and or humid temperatures, noise, dust, fumes, or toxic chemicals.
- Overtime may be required.

### **FUNCTION OF POSITION DESCRIPTION**

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Menasha retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Menasha is an equal opportunity employer, in compliance with the American Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.