

City of Portland

CLASS SPECIFICATION

CITY FORESTER

PAY GRADE: 61

CLASS CODE: 30003022

EFFECTIVE: December 13, 2018

CLASSIFICATION SUMMARY

Reports to a Director or other executive-level position within the Bureau of Parks and Recreation (PP&R). Under minimal direction, independently performs a full range of complex management responsibilities. Classification is exempt from Civil Service.

City Forester is responsible for the overall management of the City's urban forest infrastructure, tree assets and urban forestry program.

Responsibilities include: planning, directing, organizing, evaluating, and coordinating organizational structure, policy and programs; leading the planning, organizing, directing, evaluating and coordinating the performance of the urban forest infrastructure; directing implementation and enforcement of relevant City regulations and permitting processes; leading the establishment and enforcement of the administrative rules, technical specifications, design and construction standards, and maintenance requirements; leading the establishment, communication and implementation of program goals, mission and standards; oversee budgeting and exercising fiscal control; directing the review and approval of vendor contracts; directing personnel and operations; and leading implementation of work plans and strategies through subordinate supervisors and managers to achieve objectives. Responsibilities are broad in scope, allow for a high degree of policy, program, and administrative discretion, and are evaluated in terms of overall program and cost effectiveness.

DISTINGUISHING CHARACTERISTICS

City Forester is a single-incumbent classification that manages the urban forest infrastructure and urban forest program of the City as mandated by City Charter and City Code.

City Forester is distinguished from the Manager III and Chief Engineer in that the former is responsible for managing and directing the forest infrastructure services of the City, is required to be an Arborist by City Code and Tree Risk Assessment Qualified and requires specialized knowledge and experience.

ESSENTIAL FUNCTIONS

The incumbent may perform a combination of some or all of the following duties, and performs related duties as assigned.

General Duties:

1. Direct, lead and manage the City's urban forestry program; including implementing, performing, reporting and informing revisions of the City's urban forest management plan; protecting, managing, maintaining and operating the City's forest infrastructure and assets including around-the-clock emergency services; implement, enforce and propose amendments of the City's tree regulations; establish, maintain and enforce administrative rules, technical specifications and

standards for capital projects, City property and private property activities relevant to urban forest infrastructure and assets; and manage, administer, and support the City's Urban Forestry Commission.

2. Prepare strategic plans and annual work plans; represent the urban forest in preparation and revision of City and other strategic plans, regulations and policies; develop and execute special projects impacting urban forest assets, programs and management; develop, implement, improve, monitor, and evaluate programs, projects, workflow, methods, and work products for urban forest management.
3. Supervise and administer the urban forestry budget; direct the forecast and request of resources needed for staffing, equipment, materials, and supplies; authorize expenditures; monitor budget-to-actual revenues; implement adjustments.
4. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the urban forestry program, the Bureau and the City's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensure employees are provided with guidance and opportunity to correct deficiencies and appropriate discipline procedures are implemented, and assist with professional development and growth opportunities.
5. Represent the urban forestry program to the public, stakeholders, elected officials, other agencies, Bureaus/Offices, other jurisdictions, committees, community groups, and organizations; make presentations and participate in meetings and committees; conduct community outreach and education; respond to sensitive resident questions and feedback; assist Bureau and Commissioner-in-Charge with media inquiries and requests for information relevant to the urban forestry program.
6. Work with the Director and Commissioner-in-Charge in setting and carrying out the City's vision, mission and objectives for the urban forest, and ensure the program is aligned with City goals.
7. Review, analyze and incorporate, as appropriate, pertinent statutes, regulations, ordinances, policies, industry standards and best management practices for impact on the urban forestry program and responsibilities.

SUPERVISION RECEIVED AND EXERCISED

The work of this class is performed within general direction established by the Director or other management- or executive-level position within PP&R.

Directly supervises a minimum of four (4) employees, including a minimum of three (3) Urban Forestry Managers. Indirectly supervises staff assigned to subordinate managers and supervisors.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Thorough knowledge of principles, technical specifications and standards, and best practices in urban forest infrastructure and tree asset management.
2. Thorough knowledge of urban forest science and management, arboriculture, dendrology, natural resource management, program design, and evaluation.
3. Thorough knowledge of the principles and practices of program management including leadership, operational and strategic planning, business communication, public administration, program evaluation, budget development and administration, program evaluation, and fields related to the mission and purpose of the assigned organizational unit.
4. Thorough knowledge of principles of management, supervision, training, coaching, mentoring, and performance evaluation.
5. Knowledge of relevant federal, state, and local laws, statutes, regulations, ordinances, and federal and professional technical standards and best management practices, and the ability to analyze, interpret, explain, and apply them.
6. Ability to apply analytic and problem-solving skills to independently develop sound decisions, conclusions, and recommendations.

7. Ability to communicate effectively, both verbally and in writing; present information, and recommendations clearly and persuasively in public settings.
8. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
9. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally; and provide equity in program services to all residents.
10. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
11. Ability to utilize City-specific technology and general office software.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Bachelor's degree from an accredited college or university with major course work in Natural Resources, Forestry, Urban Forestry or a related field;

AND

Experience: Eight (8) years of progressively responsible experience in managing complex natural resources, forestry, or horticulture, including a minimum of four (4) years in a supervisory, management role.

Special Requirements and/or Qualifications:

Arborist Certification with the International Society of Arboriculture (ISA) within six months following appointment.

Tree Risk Assessment Qualification with the International Society of Arboriculture (ISA) within six months following appointment.

A valid state driver's license.

Preferred Qualifications:

A Master's degree in Natural Resources, Forestry, or related field.

Municipal Arborist Certification with the International Society of Arboriculture (ISA).

Experience working for a public agency.

Experience managing natural resource assets, programs, and projects.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates:

April 21, 2021 – clarified description, update pay grade