City of Inglewood Job Description
Class Code: 629

### TREE MAINTENANCE SUPERVISOR

#### **DEFINITION**

Under general supervision, participates in and supervises staff engaged in the maintenance, removal and installation of trees.

# **ESSENTIAL FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

### **TASKS**

Supervises staff engaged in the maintenance, removal and installation of trees; schedules, assigns and oversees work activities including tree maintenance, planting and tree removal; applies pesticides for the removal of tree pests and diseases; monitors and reviews progress, efficiency and quality of work activities; evaluates performance of assigned staff. Recommends hiring, training and disciplinary action for assigned staff; supervises and trains staff in the use of equipment, tools and safety regulations; maintains inventory of tree maintenance equipment and supplies; implements Divisional rules and procedures.

Prepares bid specifications and purchase requisitions for materials, supplies and equipment; prepares staffing, time and material estimates required for tree maintenance-related projects; completes and maintains records and reports for the tree maintenance division; assists in the preparation of Division budget. Responds to complaints or concerns regarding tree maintenance activities, damaged trees and unsafe conditions; develops, implements and explains the City's Tree Maintenance and Replacement Program.

### KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of tree maintenance practices and procedures
Knowledgeable of occupational hazards and safety guidelines
Knowledgeable of personal computer hardware and software
Knowledgeable of budgeting and purchasing process and procedures
Skilled in supervising, delegating and evaluating work of subordinate staff
Skilled in prioritizing and scheduling tree maintenance activities
Skilled in providing and following oral and written instructions
Skilled in establishing and maintaining effective working relationships
Ability to effectively communicate verbally and in writing

# **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing, bending and lifting up to 20 pounds. Incumbents may be exposed to repetitive motion, vision to monitor, extreme temperatures and weather, moving traffic, heights, hazardous chemicals and pesticides, unstable surfaces, and tree trimming tools and machinery.

# **QUALIFICATIONS**

A high school diploma or equivalent, **AND** five (5) years experience in tree maintenance including two (2) years at a lead worker or senior level **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License. May be required to obtain and maintain a certified application license for the application of pesticides.

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