

**CITY OF SAN MATEO
RESOLUTION NO. __ (2022)**

**COMMUNITY DEVELOPMENT DEPARTMENT AND DEPARTMENT OF PARKS AND RECREATION
JOB SPECIFICATION UPDATES**

WHEREAS, pursuant to the San Mateo Municipal Code Section 2.57.030(d), approval of new classifications and related job specifications, salary schedules, compensation changes, elimination or reinstatement of positions, reallocation of positions, reclassifications, and revisions of job specifications must be approved by City Council resolution; and

WHEREAS, the proposed changes as detailed below are in response to Community Development Department and Department of Parks and Recreation's requests to revise the job specification for the classification of Managing Arborist to accurately reflect the duties performed and the direction received by the incumbents in the position.

WHEREAS, the job specification for the classification of Managing Arborist is attached hereto as Exhibit A, and incorporated by reference; and

WHEREAS, these job specification updates are not subject to CEQA, because it can be seen with certainty that they will not cause a physical change in the environment; and

WHEREAS, the employee association representing the impacted classification has been informed of the job specification updates and has not brought forth any objections or concerns.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, HEREBY RESOLVES that:

1. The revisions to the job specification for the classification of Managing Arborist are approved and attached as Exhibit A.



MANAGING ARBORIST

DEFINITION

The Managing Arborist classification is used in the City of San Mateo's Department of Parks and Recreation and Community Development Department.

Under direction, oversees all aspects of the Park Division's tree programs including: maintenance; planting; preservation; staff supervision; contract management; and community relations. Serves as Parks and Landscape Manager in the Manager's absence. Performs related duties as required.

Under direction, oversees all aspects of the Community Development's tree programs including: developing, implementing, and maintaining the department's tree programs related to private development; staff supervision; contract management; and community relations. Performs related duties as required.

DISTINGUISHING CHARACTERISTICS

In the Parks and Recreation Department, this classification is distinguished from the next higher level of Parks and Landscape Manager in that the latter is responsible for the overall management of the Park Division of the Parks and Recreation Department.

It is distinguished from all other supervisory classes through its specialization in tree management programs.

SUPERVISION RECEIVED EXERCISED

Direction is received from the Parks and Recreation Director or Community Development Director with work reviewed primarily for results attained.

Work direction may be provided to assigned City staff and project supervision to contractors.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Department of Parks and Recreation

Plan, organize and direct all tree management operations in accordance with program guidelines and budgetary limits.

Recommend modifications to policies, programs and procedures or initiate changes as appropriate.

Supervise personnel assigned to tree maintenance activities including: assignment, prioritization and review of work: performance evaluation; training; and providing effective input on personnel actions.

Prepare, receive and review bids for contract work; award contracts within policy guidelines; and monitor performance.

Maintain and ensure compliance with the Street Tree Master Plan; and administer and enforce the Protected Trees Ordinance and the street tree programs' tree-protection guidelines as in regard to private projects.

In conjunction with the Building and Planning Divisions, recommend, review and enforce applicable regulations concerning private construction and development projects.

Maintain the street tree inventory.

Fully utilize the computerized work systems in accordance with workflow processes.

Inspect areas to determine the need for maintenance, removal and planting; and develop work plans or recommendations to accomplish needed work.

Respond to inquiries from citizens, businesses and other concerned parties; and take remedial action if warranted and authorized.

Submit cost estimates for equipment, material and contracts; monitor expenditures; and assist in the preparation of the Division budget.

Maintain liaison with Department divisions, other City Departments and with other agencies and organizations.

Serve on Department and City committees as needed; and participate in conferences and inter-agency groups.

Perform other related duties.

Community Development Department

Plan, organize and direct all tree related operations in accordance with program guidelines and budgetary limits.

Recommend modifications to policies, programs and procedures or initiate changes as appropriate.

Supervise personnel assigned to tree-related development review activities including: assignment, prioritization and review of work; performance evaluation; training; and providing effective input on personnel actions.

Prepare, receive and review bids for contract work; award contracts within policy guidelines; and monitor performance.

Develop and maintain public education materials

Maintain and ensure compliance with the San Mateo Municipal Code; and administer the Department's tree programs and tree-protection guidelines as regards private projects.

In conjunction with the Building and Planning Divisions, recommend, review and enforce applicable regulations concerning private construction and development projects.

Maintain a private property tree inventory.

Fully utilize the computerized work systems in accordance with workflow processes.

Inspect areas to confirm compliance with the Department's tree requirements.

Respond to inquiries from citizens, businesses and other concerned parties; and take action if warranted and authorized.

Maintain liaison with Department divisions, other City Departments and with other agencies and organizations.

Serve as the Division Manager as needed.

Serve on Department and City committees as needed; and participate in conferences and inter-agency groups.

Regularly monitor tree-related operations and programs and made recommendation to the Director as appropriate.

Perform other related duties.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, techniques and equipment used in arboriculture.

Tree diseases and their treatment.

Safety practices related to the work.

Principles of supervision, program administration, budget management and customer relations.

Report preparation and records management.

Personal computer applications.

Ability to:

Acquire a thorough knowledge of Department and Division policies and regulations; and of applicable City policies.

Acquire a thorough knowledge of applicable local, State and Federal laws and regulations.

Effectively manage tree programs, including staff and contractor supervision.

Accurately evaluate both short-term and long-term program needs, and develop the means to meet them.

Evaluate contractor proposals in terms of cost-effectiveness and potential for quality performance.

Prepare effective and accurate reports, project cost estimates and budget projections.

Maintain accurate records and make accurate arithmetic calculations.

Use computers and handheld electronic devices in the course of work.

Communicate effectively in writing and in person.

Maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Experience:

Two years of increasingly responsible experience in the supervision of tree maintenance and related forestry operations.

Training:

Equivalent to possession of a Bachelor's Degree from an accredited college or university with major coursework in arboriculture, park management or a related curriculum.

License or Certificate:

Possession of a valid, appropriate California Driver's License and a satisfactory driving record.

Possession of a current Arborist Certificate from the International Society of Arborists.

Possession of a current State Pest Control Advisor's Certificate is desirable.

ADA Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office and field environment, including exposure to inclement weather; and ability to work extended hours and respond to emergency situations.

ADOPTED CC:	4-04-07
REVISED CC:	8-21-17, 9-19-22
FORMER TITLES:	
BARGAINING UNIT:	MANAGEMENT UNIT
FLSA:	EXEMPT
PERFORMANCE APPRAISAL:	MANAGEMENT
DOT:	NO
PRE APPT MEDICAL:	NO
SAFETY SENSITIVE:	NO
REQUIRED HARASSMENT PREVENTION TRAINING:	SUPERVISORY
FORM 700:	YES
JOB CODES:	2249
ABOLISHED:	