

**City of Saratoga  
Senior Arborist  
Exempt**

The Arborist is a stand-alone, mid-management classification. Incumbents are responsible for performing various professional level duties related to ensuring the health and protection of trees and plant life. The Arborist is distinguished from other classifications by its responsibility for working with plant-life.

**DISTINGUISHING CHARACTERISTICS**

This classification provides management and technical supervision for the City's mature and/or ordinance sized trees that are often at risk during development, redevelopment, and in-fill development projects.

**ESSENTIAL DUTIES**

The duties described below are intended to provide only a summary of the typical functions of the job. This is not an exhaustive or comprehensive list of all possible job responsibilities and the duties of the jobholder might differ from those outlined in the job description.

- Review development proposals and make clear and concise recommendations regarding changes to the development to protect trees.
- Manage and administer the City's Tree Ordinance, including updating and preparing amendments.
- Oversee in-progress projects to include approving selected trees, inspecting planting, and approving locations and planting techniques for trees.
- Create an Urban Forestry Plan for the City.
- Monitor City trees to determine if trees are unhealthy and decide whether or not to take action to restore damaged trees.
- Conduct site investigations and prepare written arborist reports describing tree bond values, tree protective fencing, and replacement plantings.
- Provide support to City staff on an as needed basis.
- Conduct final site inspections and prepare written final inspection reports advising City staff regarding the release of bonds.
- Analyze and make recommendations for zoning, subdivision, conditional use, design review and variance applications; perform necessary research and fieldwork; and prepare staff reports to the Planning Commission and City Council.
- Work with the streets, parks, and facilities staff to review plans for improvements or modifications to City parks, facilities, and other infrastructures and to recommend appropriate plantings, soils and irrigation, and maintenance techniques.
- Administer the City's General Plan through a variety of activities; prepare environmental assessment documents for plan amendments; research and analyze data, and collect and coordinate input from City staff and other public agencies relative to amendments.
- Prepare reports, correspondence and exhibits; make presentations in connection with the above to the Planning Commission and City Council; and assist in the preparation of special studies.
- Attend meetings of the Planning Commission and City Council and serves as staff to subcommittees as assigned. Oversee the preparation of reports; correspondence and

exhibits in connection with plan amendments to the Planning Commission and City Council.

- Perform other related duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- Tree anatomy and physiology.
- Nutrient requirements for various trees.
- Planting techniques.
- Project Management principles including fiscal oversight.
- Use and application of modern data and information systems and technologies, including spreadsheets, word processing and data base applications.

Ability to:

- Effectively administer the City's Tree Ordinance.
- Identify trees.
- Diagnose tree disease.
- Manage multiple projects simultaneously.
- Collect and manage data.
- Present and explain material.
- Recognize good/bad structure and health in trees.
- Read plans, including interpret grading, topography, and building techniques.
- Work extended or irregular hours.
- Communicate clearly and concisely, both verbally and in writing.
- Prepare and analyze technical and general reports.
- Utilize modern information and communication technologies.
- Build and maintain positive working relationships with elected officials, staff, and the public using principles of good customer service.
- Work independently and schedule and coordinate own workload.
- Analyze problems, identify alternative solutions, project consequences of proposed action, and implement recommendation in support of goals.

## **EDUCATION, TRAINING AND EXPERIENCE**

Bachelor's degree from an accredited college or university in urban forestry, environmental sciences, botany, or a related field and three years of forestry experience, including two years in urban forestry; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Master's degree from an accredited college or university in urban forestry, environmental sciences, botany, or a related field desirable.

International Society of Arboriculture Certification (ISA) license desirable but not required.

An employee in this classification is expected to travel to various work locations in the

performance of assigned duties. An individual appointed to a position in this classification will be required to demonstrate the ability to travel to various locations in a timely manner, either by possession of a valid California Driver's License or by alternate means.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The work environment and physical demands described here are representative of those required by an employee to perform to the essential functions of this job with or without reasonable accommodation.

The ability to work in office and field environments.

The ability to do considerable walking, in sometimes steep terrain.

Availability for evening Planning Commission and City Council public hearings and related meetings.

Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.