

ARBORIST (PART-TIME)

The City of Harrisburg is accepting applications for a part-time Arborist in the Department of Parks, Recreation and Facilities, Bureau of Park Maintenance. This part-time position is directly responsible for the long-term care, management and coordination of maintenance for all trees, shrubs, plants and flowers located in City rights-of-way and public parks. This position is also responsible for the implementation of the City's tree management plan, guiding the planning, pruning and removal of City trees. The employee in this position must have professional training, knowledge, skill and ability in executing industry accepted pruning standards and tree risk assessment standards, as well as safety requirements for arboricultural operations. Work is performed under the general supervision of the Maintenance Manager. Assignments are received and administered orally and in writing. The part-time Arborist will work approximately 24 hours per week on a flexible year-round schedule.

Qualified applicants will have a college degree in forestry, urban forestry, landscape architecture, or horticulture plus two (2) years of experience in tree care; or a high school diploma or equivalent supplemented by training in arboriculture and tree maintenance, forestry, urban forestry or horticulture plus four (4) years of increasingly responsible experience in tree maintenance, including at least three years in a supervisory capacity; or an equivalent combination of education and qualifying experience substituting on a year-for-year basis. A minimum of one (1) year of supervisory experience is required. Candidates must maintain, or have the ability to obtain, certifications and licenses from the International Society of Arboriculture and the Pennsylvania Department of Agriculture as listed in the job description. A valid Pennsylvania Commercial Driver's License, Class B is preferred, but not required.

The position pay is \$24.00 per hour.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@harrisburgpa.gov **(electronic submission preferred)**

The City of Harrisburg is an Equal Opportunity Employer.
Eric Papenfuse, Mayor
www.harrisburgpa.gov/careers

JOB TITLE:

Arborist (Part-time) – Department of Parks, Recreation and Facilities – Bureau of Park Maintenance

Definition:

This part-time position is directly responsible for the long-term care, management and coordination of maintenance for all trees, shrubs, plants and flowers located in City rights-of-way and public parks. This position is responsible for the implementation of the City's tree management plan, guiding the planning, pruning and removal of City trees. The employee in this position must have professional training, knowledge, skill and ability in executing industry accepted pruning standards and tree risk assessment standards, as well as safety requirements for arboricultural operations. Work is performed under the general supervision of the Maintenance Manager. Assignments are received and administered orally and in writing. The part-time Arborist will work approximately 24 hours per week on a flexible year-round schedule.

Equipment/Job Location:

Work is performed in City parks and playgrounds, and along City streets where street/shade trees exist. Work involves the use of hand tools, small power tools and other equipment required to perform the duties of this position. Employee may be exposed to dust, dirt, fumes, vibrations, noise, hazardous chemicals, adverse work and weather conditions. Employee must be willing to work outdoors and in all types of weather. Duties are typically performed from 7:00 a.m. to 4:00 p.m. or 8:00 a.m. to 5:00 p.m. on weekdays; however, hours of work may vary depending on the season and employee may occasionally be required to work evenings, weekends and/or holidays.

Essential Functions:

The part-time Arborist will plan and oversee all strategic and hands-on activity regarding tree planting, removal, care and maintenance of trees within the City of Harrisburg. Work in this position involves responsibility for safe, timely and effective maintenance of the City's shade and street trees, and review of land development plans which include trees. This position also bears responsibility for establishing an annual work plan based on the results of ongoing assessments of the City's trees. Works with facilities and parks management to make complicated tree maintenance decisions, including resource allocation and the prioritization of work. Communicates information to the Maintenance Manager regarding pruning, care and removal of trees. Gathers and analyzes information, determines recommendations and prepares reports. Determines operating procedures and recommends operating policies. Assists in preparing annual budgets and administers the budget within fund allocations. Coordinates operations with other City functions and government agencies. Coordinates unit operations and obtains the materials and equipment necessary to complete assigned projects and objectives. Advises employees and provides/supervises training. Enforces the City's shade tree ordinance requirements. Assures safe work practice. Assists in performing maintenance and routine repairs of equipment where applicable. Applies and supervises the

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Essential Functions (Cont.):

application of pesticides. Receives inquiries, complaints and requests from the public. Conducts investigations and resolves citizen complaints. Makes recommendations for resolution of the most difficult complaints to the Facilities Director. Provides advice to residents regarding proper care of their trees as requested and promotes tree preservation. Conducts inspections of the City's trees to evaluate their need for work. Call out for emergencies involving City trees, such as fallen limbs or trees. Performs related work as required.

Non-Essential Functions:

Performs other related duties as assigned by supervisory personnel.

Required Knowledge and Abilities

- Ability to assist Maintenance Manager with overseeing, directing, coordinating and scheduling the work activities of personnel as related to trees, shrubs, flowers, etc.
- Ability to establish and administer street/shade tree management policies and procedures.
- Ability to develop and write reports.
- Ability to develop and implement shade tree management plans.
- Ability to effectively communicate oral and written instructions to various personnel.
- Thorough knowledge and experience in tree care operations.
- Thorough knowledge of arboriculture, plant pathology and entomology as applied to tree maintenance.
- Thorough knowledge of the operations, equipment, procedures, tools and materials used in tree maintenance.
- Thorough knowledge of tree identification, mensuration and health/vigor assessment.
- Considerable knowledge of public administration principles and practices as applied to the operation of assigned programs.
- Ability to perform work that requires physical dexterity on a daily basis.
- Ability to perform job functions around moving machinery, including chainsaws and chipper machinery.
- Ability to be exposed to marked changes in temperature and humidity, including severe weather conditions.
- Ability to be exposed to dust, fumes, gases and noisy conditions.
- Ability to be exposed to biting and stinging insects and poisonous vegetation present in and around trees and tree debris.
- Ability to establish and maintain effective working relationships with supervisors, subordinates, co-workers, vendors, contractors and the general public.

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Qualifications:

College degree in forestry, urban forestry, landscape architecture, or horticulture, plus two (2) years of experience in tree care; or a high school diploma or equivalent supplemented by training in arboriculture and tree maintenance, forestry, urban forestry or horticulture, plus four (4) years of increasingly responsible experience in tree maintenance services, including at least three years in a supervisory capacity; or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

A minimum of one (1) year of supervisory experience.

Maintains or ability to obtain certification as an arborist through the International Society of Arboriculture within six (6) months of hire.

Maintains or ability to obtain certification as a Municipal Specialist through the International Society of Arboriculture within one (1) year of hire.

Possession of and the ability to maintain Pennsylvania Department of Agriculture herbicide and insecticide licenses for the application of pesticides.

Valid Pennsylvania Commercial Driver's License, Class B preferred, but not required.