



**VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
VILLAGE FORESTER**

EFFECTIVE DATE: 7/1/2016

DEPARTMENT: Public Works	WORK LOCATION: Public Works Center		FLSA STATUS: Non-Exempt
CLASS CODE: 7555	RANGE: 20PW	PENSION: IMRF	UNION: NU
REPORTS TO: Assistant Department Director	LEVEL OF SUPERVISION RECEIVED: General supervision under the Assistant Director, and/or Director of Public Works	LICENSE/CERTIFICATES: Class B CDL with Air Brake Endorsement; ISA Arborist Certification	

SUMMARY:

As a member of the Public Works Department's Management Team, performs management, supervisory, and administrative functions and a wide variety of skilled and semi-skilled duties related to internal and external customer service. Assumes day-to-day management and supervision of assigned personnel and activities. As a supervisor, may coach and assist other supervisors and team members throughout the department in customer service needs. Establishes work and maintenance priorities, recommends acquisition of products, supplies, and equipment. Participates in snow removal operations. Participates in other assigned activities. Responds to and interacts with residents, employees and/or others within and outside the organization in a courteous, professional and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Works alone or as a supervisory/lead person with teams, or as a team member, to prevent and resolve problems. Develops strategies to assist in planning and coordinating team activities to assure maximum production and efficiency. Evaluates and recommends new programs, practices, and procedures. Evaluates the performance of management team members at required and necessary intervals; prepares mid-annual and annual performance evaluations.	Daily 50%

2.	Prioritizes, assigns, and schedules work as related to position's Forestry and Grounds. Maintains information about work completed, equipment, and supplies utilized and provided. Demonstrates and promotes a cooperative and customer-oriented attitude toward all internal and external customers. Remains attentive to Public Works related issues as observed while driving in the Village and initiates means for corrective action.	Daily 50%
3.	Is responsible for training and developing Forestry and Grounds employees; plans and schedules day-to-day activities; prioritizes staff level assignments to achieve peak efficiency, production and quality customer service and satisfaction. Approves all payroll information, including the use of benefit time and preparation of timesheets.	Daily 30%
4.	Participates in an emergency call duty program for various department maintenance and repairs; assumes a lead role in the management/operations of snow and ice control using in-house and/or contractor resources. Must be available by telephone at all times, whether on or off duty, except when on approved benefit time.	Daily or as required 50%
5.	May operate large and small trucks for system operations and for snow plowing/salting. Work may be performed outside of normally scheduled work hours.	Daily 30%
6.	Coordinates tree maintenance operations including the trimming, removal, installation, etc. for parkway trees throughout the Village as well as Grounds crew operations involving the mowing, trimming, weeding, etc. of numerous Village owned sites	Daily 50%
7.	Coordinates and oversees maintenance operations involving the use of outside contractors such as tree trimming, turf mowing weed control, stump removal, tree planting, etc.	Daily 5%
8.	Maintains Parkway Tree Inventory and Tree Maintenance History databases permitting the implementation of the Village's Urban Forestry Program	Monthly or as required 10%
9.	Responds to resident's calls and concerns related to questions and concerns about tree care and maintenance, turf care, etc.	Daily 5%
10.	Performs reviews of proposed landscaping improvements, applying botanical criteria, and provides related technical input at meetings.	Daily 10%
11.	Assists in the preparation of the annual budget and the yearly upgrade of the Capital Improvement Program. Reviews department CIP requests and recommends improvement. Assembles pricing into necessary for submittal of purchase requisitions. Maintains and controls account balances.	Daily 10%
12.	Assists with and/or prepares specifications and documents for the bidding of contractor services, coordinates and interacts with various contractors/vendors to insure desired performance and proper accounting of services.	Weekly 5%

13.	Performs tasks and follows instructions in a manner that ensures personal safety and the safety of others.	Daily 100%
14.	Participates in the Department's ongoing and cross training programs.	Daily 10%
15.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily 100%

JOB NO.	OTHER RELATED DUTIES
1.	Coordinates annual curbside branch pick- programs.
2.	Performs back-up supervision at times to other maintenance teams.
3.	Provides input to Leadership Team members for efficient coordination of Public Works Department operators and administrative services.
4.	Enters records into a computer terminal.
5.	Serves as a member of various committees.
6.	Attends training seminars and continuing educational courses related to field.
7.	Performs other duties, tasks, and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. **(List specific responsibilities below)**

Provides immediate and direct supervision of Maintenance I, Maintenance II, and Public Works seasonal employees.

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

Degree or coursework should be in...

Enter degree or coursework here

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Municipal Forestry operations

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

5 Years
Enter number of years required here

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

Enter specific application(s) here

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

Foreign language skills Ability to speak and/or read, write and comprehend...

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Ability to obtain and maintain Arborist Certification through the ISA/IAA

Ability to obtain tanker endorsement.

Ability to obtain Pesticide Applicator License.

Ability to team build.

Manages and supervises the day-to-day operations and interactions of a work group with significant responsibilities.

Prioritizes plans, schedules, coordinates and notarize activities.

Ability to evaluate and supervise maintenance and repairs.

Ability to problem solve.

Working knowledge of brainstorming and coaching principles with general knowledge of related customers service activities.

Ability to plans, supervise, lead and evaluate work team activities.

Ability to work efficiently under pressure with frequent interruptions.

Ability to work on multiple projects and tasks simultaneously.

Ability to interpret, evaluate, and analyze information to reach logical conclusions and to make sound decisions.

Ability to define and/or specific work methods, procedures, and equipment necessary for job completion.

Ability to demonstrate cooperation, flexibility, and adaptability.

Ability to maintain routine records, prepare legible and accurate reports, and prepare other forms required by the Village.

Ability to perform physically demanding assignments from simple to complex.

Ability to effectively handle problems that arise during the completion of assigned tasks as well as emergency work.

Ability to read and interpret Village, atlases, maps, maintenance records and engineering drawings.

Ability to communicate effectively, verbally, and in writing.

Ability to follow verbal and written instructions.

Ability to establish successful working relationships with other employees, supervisors, and other departments.

Ability to read, write, speak, and comprehend the English language.

Working knowledge of hand tools, personal computer, Municipal vehicle, telephone, copy machine, calculator and writing utensils.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	<u>X</u>	_____
Walks	_____	_____	<u>X</u>	_____
Sits	_____	_____	<u>X</u>	_____
Uses fingers in a repetitive motion	_____	_____	<u>X</u>	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	<u>X</u>	_____
Reaches with hands and arms above shoulder	_____	_____	<u>X</u>	_____
Climbs or balances	_____	_____	<u>X</u>	_____
Twists or turns	_____	<u>X</u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u>X</u>	_____	_____
Pulls, pushes, or carries	_____	<u>X</u>	_____	_____
Talks or hears	_____	<u>X</u>	_____	_____
Tastes or smells	_____	<u>X</u>	_____	_____
Operates a motor vehicle or heavy equipment	_____	_____	<u>X</u>	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	_____	<u>X</u>
Lifts or move 10 to 20 pounds (light)	_____	_____	<u>X</u>	_____
Lifts or move 20 to 50 pounds (moderate)	_____	<u>X</u>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u>X</u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

_____ Absence of color blindness

X Corrected vision of...

_____ Uncorrected vision of...

As required by Illinois Secretary of State for Motor Vehicle Licensing

Enter specific vision requirement here

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

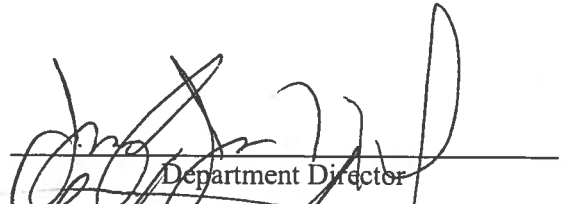
(mark all 15 conditions)

<u>Environmental Conditions</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	_____	_____	<u> X </u>	_____
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____	_____	<u> X </u>	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	_____	<u> X </u>	_____	_____
Works near moving mechanical parts	_____	_____	<u> X </u>	_____
Works in high precarious places, underground, or confined spaces	_____	<u> X </u>	_____	_____
Flying debris or airborne particles	_____	<u> X </u>	_____	_____
Fire, smoke, fumes, gases, or noxious odors	_____	<u> X </u>	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	_____	<u> X </u>	_____	_____
Risk of electrical shock	_____	<u> X </u>	_____	_____
Works with explosives or risk of radiation	<u> X </u>	_____	_____	_____
Vibration	_____	<u> X </u>	_____	_____
Extreme illumination	_____	_____	<u> X </u>	_____
Low noise level (Normal voice tones)	_____	_____	<u> X </u>	_____
Moderate noise level (Raised voice levels)	_____	<u> X </u>	_____	_____
High noise level (Shouting/ear protection may be needed)	_____	<u> X </u>	_____	_____

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

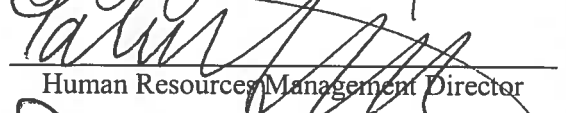
This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



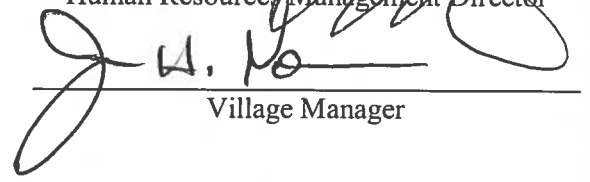
Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: 7/6/15