

	<b>THE CITY OF KEY WEST Job Description</b>	<b>Civil Service, Exempt Position</b>	
		<b>DATE OF REVISION</b>	<b>04/2013</b>
<b>POSITION</b>	<b>Urban Forestry Manager</b>	<b>MIN. ANNUAL SALARY</b>	<b>\$45,085.00</b>
<b>DEPARTMENT</b>	<b>Planning</b>		
<b>JOB CODE</b>	<b>43555</b>	<b>GRADE</b>	<b>N35</b>

**PHYSICAL LOCATION:**

Planning Department in the City of Key West, or at another location as assigned by the Director

**REPORTING RESPONSIBILITIES:**

- Director of Planning or designee.

**GENERAL FUNCTIONS:**

- Administrative and managerial work in the field of Urban Forestry and Horticulture. Responsible for planning, developing, managing and monitoring Urban Forestry activities throughout the City. Work includes conducting studies, developing recommendations, policies and procedures and supervising, planning and directing the work of subordinate clerical staff and Urban Forestry field maintenance crews when and where necessary. The incumbent with the aid of the Planning, Code Compliance, Legal and Community Services departments, enforces ordinances and regulations governing the planting, maintenance, protection and removal of trees and plants on public streets, parks and other City owned property as well as the same regulations and ordinances when applicable to privately owned property. Serves as professional staff to the City Tree Commission. Also serves as a member of the City Development review Committee. At the direction of the Planning Director supports the work of the City Sustainability Coordinator and the City Sustainability Board.

**ESSENTIAL FUNCTIONS (Without Accommodations):**

- Able to read, write, speak and understand English in order to perform the duties of this job description.
- Able to work a forty (40) hour workweek and additional hours as required.
- Able to use equipment and/or materials as specified.

**EQUIPMENT TO BE USED:**

- Landscape tools, garden equipment, backhoe and bucket truck as required for training purposes when assisting Urban Forestry field crew and Community Services personnel.
- Computer and related software
- Pickup truck for transporting tools and plant and tree specimens

**ENVIRONMENT:**

- Inside office and outside for inspection purposes.

**PHYSICAL REQUIREMENT:**

- Sitting 35%
- Standing 25%
- Walking 20%
- Bending 10%
- Reaching 5%
- Lifting 5%

**DUTIES/TASKS/JOBS:**

Through task orders to the Urban Forestry field crew and Community Services Department direct the planting, pruning, cutting feeding, care and maintenance of trees, shrubs and other plant matter on City owned property

- Monitor tree-planting activities for the City of Key West.
- Establish schedules and methods for providing urban forestry services; identify resource needs; review needs with Planning Director, Community Services Director and other appropriate management staff; allocate resources accordingly.
- Act as professional staff to the Tree Commission, preparing staff reports and other data and analysis as is required by City ordinances.
- Confer with architects, developers, contractors, utilities, city department directors, engineers, arborists, landscape contractors and private citizens to discuss the requirements of the City landscape ordinances with Planning Department personnel review the work of Landscape Architects when the Land Development Regulations require the submittal of landscape and planting plans by a registered Landscape Architect
- Write with assistance of the Planning and Legal Departments ordinances, regulations and policies, relating to arboricultural, horticultural and urban forestry practices and programs.
- Manage and coordinate specific tree programs, i.e., Street Tree Beautification Program, Arbor Day, Earth Day, Ambassador Program and Urban Design Element. Promote the value and utility of the City's Urban Forestry programs to the public through the City Manager's office with the aid of the Public Information Officer
- Conduct studies to include tree analyses, canopy analyses, vegetation classification and mapping, etc.
- Develop and recommend strategies and programs to conserve, preserve and proliferate trees and an urban forest within the City of Key West.
- Coordinate requirements of the Tree and landscape Ordinance with other departments and public Agencies.
- Write contract specifications and standards for plant materials and produce routine correspondence, etc.
- Evaluate bid proposals for City capital improvement projects to ensure compliance with the landscape ordinance.
- Evaluate Urban Forestry programs for effectiveness, quality assurance and accomplishment of goals.
- Attend Development Review Committee meetings and review applications for compliance with the landscape ordinance
- Research information for federal, state and local environmental grants as Requested by the Director of Planning
- Respond to questions and inquiries from the general public regarding the planting and maintenance of trees, shrubs, flowers and turf on City and private property.

- Advise the Community Services Director on the cultivation, planting and maintenance of trees, shrubs flowers and turf on City property.
- Responsible for direct supervision of clerical/administrative support person and Urban Forestry field crew when and where necessary.
- Develop annual Tree Commission budget and monitor expenditures; provide technical outlines and minimum requirements to Community Services Department on Landscape Services budget .
- Develop, review, interpret and revise landscape ordinance with the aid of the Planning and Legal departments.
- Other related duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS/QUALIFICATION AND ABILITIES:**

- Thorough knowledge of the modern principles, practices and techniques of urban forestry and horticulture; good knowledge of the practices, tools, terminology, equipment and materials used in tree and shrub planting, maintenance, and removal; ability to plan and develop forestry and horticultural programs; ability to enforce ordinances and regulations in a firm, yet tactful manner and working in concert with Code Compliance department when required; ability to work effectively with people and establish cooperative working relationships; ability to communicate effectively, both orally and in writing; ability to successfully work with and serve a diverse local community; sound professional judgment; integrity; initiative and resourcefulness; tact and courtesy.
- Knowledge of budgeting and purchasing functions.
- Ability to resolve complex problems or situations requiring the exercise of good judgment.
- Ability to compile analytical reports and papers on Urban Forestry/arbicultural issues .
- Knowledge of facilities, maintenance and emergency maintenance operations.
- Ability to utilize personal and networked computers and knowledge of related software.
- Supervisory experience of Urban Forestry personnel and field crews or comparable organizational setting
- Ability to plan, direct and supervise the work of subordinates in a manner conducive to full performance and high morale.
- Bachelor's degree from an accredited college or university in urban forestry, horticulture or arboriculture.
- Five (5) years of forestry or arboriculture experience, two (2) years of which were in a supervisory/managerial capacity.
- International Society of Arboriculture (ISA) Certified Arborist designation or ability to obtain within 6 months.
- Possession and maintenance of a valid Florida driver's license.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect. The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I \_\_\_\_\_, have read this job description and hereby agree with the above noted "Acknowledgments" and, if hired, that I can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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& A DRUG-FREE WORKPLACE**

**Apply at:  
City Hall, Office of Human Resources  
3102 Flagler Avenue  
Key West FL 33040  
Telephone: (305) 809-3714**