

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: City Arborist**  
Parks & Recreation Department  
Parks Division

**GENERAL STATEMENT OF JOB**

Under the direction of the Parks and Recreation Superintendent, coordinates and supervises the arboricultural and various landscaping management projects throughout the city. Performs tree inspections and enforces land development codes and ordinances. In addition, assists in the coordination, preservation and management of natural areas, and develops and/or administers landscaping projects and grants.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

*The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.*

Responsible for the issuance of tree permits, conducts tree inspections, assists with development plan reviews;

Researches and prepares landscaping grant applications, and identifies alternative funding resources;

Responds to escalated or complex calls and investigates complaints of code, ordinance, hazardous or otherwise non-complaint conditions on private property, public property and on business establishments; researches and identifies code violations and posts notices of a public tree hazards and citations for said violations; performs follow- up inspections to ensure compliance.

Provides information, training and professional advice to the general public, developers, commercial tree services, inspectors and management regarding tree maintenance, ISA certification, city codes and ordinances, tree hazards or preservation issues.

Diagnoses tree problems dealing with construction activities, insects, diseases and selects appropriate treatment methods; performs related assignments as necessary.

Attends meetings with the Development Review Committee and City Boards to answer questions and guide decisions made on urban forestry issues.

Applies pesticides, herbicides and fertilizers according to product instructions and the direction of the Parks and Recreation Superintendent and/or Parks Maintenance Supervisor.

Assists in the design of park natural systems and streetscapes in accordance with the land features.

Coordinates the Adopt-a-Tree and Tree Give-Away programs.

Develops plans to control exotic plant species.

Supervises personnel in vegetation management such as Horticultural Technicians. Supervisory duties include scheduling, instructing, assigning, reviewing and planning the work of others; ensuring employees are properly trained for the work being performed; preparing employee evaluations and providing performance feedback; acting on any employee issues; recommending disciplinary action, and other employee actions.

Reviews the work of subordinates for completeness and accuracy; ensures work is being performed efficiently and effectively and enforces safety requirements.

Directs the planting and removal of trees, and plans arboretum and maintenance programs.

Develops, implements, and promotes various community education programs.

Provides maintenance assistance during the set-up, presentation, and clean-up of special events as required.

Maintains assigned equipment and vehicles.

Prepares various reports for development reviews and performs a wide variety of administrative tasks.

Reports for disaster duty and plays a key role in disaster cleanup.

Performs all work in compliance with established policies, procedures and standards of quality and safety.

### **ADDITIONAL JOB FUNCTIONS**

***While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.***

Provides inter-departmental assistance with tree related concerns.

Coordinates and ensures that the minimum requirements for the Tree City USA program are met.

Conducts public speaking engagements to inform the general public about the benefits of urban trees, the maintenance of trees and tree ordinance tenants.

Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

Associate's Degree with a minimum of three years' verifiable work experience as a certified arborist.

An equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities may be considered.

### **SPECIAL REQUIREMENTS**

Must possess a valid Florida Driver's license.

Most possess a current International Society Arborist certification at time of employment, and maintain while employed by the City.

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to be onsite/available as scheduled during times of emergency as declared by the City/County Commission or City Manager.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the City Arborist. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Understands specific City and County ordinances as they apply to the duties and responsibilities of the position. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has the ability to speak and understand the English language.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines. Is able to assemble information and make written reports and records in a concise, clear and effective manner.

**Human Interaction:** Requires the ability to provide guidance, assistance and/or

interpretation to others on how to apply procedures and standards to specific situations. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Is able to provide effective leadership and limited supervision of co-workers. Is able to offer assistance to fellow employees as necessary.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to operate, maneuver and control the actions of equipment, machinery, tools and/or materials used in performing essential functions. Has knowledge of general landscaping and grounds maintenance practices, materials and equipment. Has knowledge of general facilities maintenance practices, materials and equipment. Has skill in the care and use of required tools and equipment. Is able to make minor repairs and adjustments to equipment.

**Verbal Aptitude:** Requires the ability to use a variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to calculate surface areas, volumes, weights and measures. Has the mathematical ability to handle required calculations.

**Functional Reasoning:** Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read and interpret materials pertaining to the responsibilities of the job.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving a variety of generally pre-defined duties which are often characterized by frequent change. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (up to 100 pounds) and occasionally heavier items (100 pounds or over).

**Sensory Requirements:** Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Some tasks require exposure to adverse weather

conditions, extreme temperatures, wetness/humidity, dirt/dust/pollen, strong odors, noise extremes, machinery hazards, toxic/poisonous agents.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

  
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Director of Parks & Recreation

12/19/23  
Date