

**CITY OF BATH, MAINE  
POSITION DESCRIPTION**

<b>TITLE:</b>	City Arborist		
<b>DEPARTMENT:</b>	Parks and Recreation Department	<b>FLSA STATUS:</b>	Exempt
<b>DATE:</b>	AUGUST 2021	<b>UNION:</b>	None

**GENERAL PURPOSE:**

Performs a variety of supervisory, administrative, and technical work in the planning, construction, operation, and maintenance programs of the City Forestry Division.

**SUPERVISION RECEIVED:**

Works under the direct supervision of the Director of Parks and with considerable discretion, initiative and independent judgment exercised.

**SUPERVISION EXERCISED:**

Oversees interns, volunteers, and seasonal workers as directed by the Parks and Recreation Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Maintains the City's trees and forests.

Reviews and comments on landscaping designs and site development plans submitted by private developers.

Responsible for maintaining accurate City arboriculture reports for the City of Bath. Assure compliance with federal and state laws, as well as local ordinances and regulations. Works collaboratively with City departmental divisions, school department and outside organizations.

Acts as Public Relations contact for tree planting, tree removal, and related complaints while providing excellent customer service. Promotes good internal and external public relations through communication to ensure high level of morale and productivity.

Operates, maintains, inspects and trains employees on the City's band saw sawmill and other forestry equipment as needed.

Oversees tree planting and tree maintenance of all public grounds.

Maintains flower beds around the City.

Responds to emergency and storm damage calls.

Responsible for road clearance trimming.

Performs other duties as required and/or assigned.

**PERIPHERAL DUTIES:**

Ex-officio member of the Bath Community Forestry Committee and Trust Board.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- (A) Bachelor's degree in Parks Management, Forestry, Arboriculture or Horticulture or related degree; and
- (B) Two (2) years of experience relating to the management of municipal urban parks, open spaces and tree maintenance programs; or
- (C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- (A) Considerable knowledge of the modern principles and practices of horticulture and urban forestry arboriculture;
- (B) Ability to establish and maintain effective working relationships with Department employees, school department personnel, other governmental agencies and the general public;
- (C) Excellent communication skills, both verbal and written;
- (D) Working knowledge of computer software programs; and
- (E) The ability to be flexible with the seasonal and emergency requirements of parks, open space and services.

**SPECIAL REQUIREMENTS:**

Valid State Driver's license. Must possess and maintain a good driving record and ability to get other driving licenses as required.

Ability to get Maine Arborist and Master's Level Maine Pesticide Applicator's Licenses and other certifications as required.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Bath is an equal opportunity employer.