City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Forestry &amp; Landscape Supervisor</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>URFR</td>
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<td>Job Family:</td>
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<td>Pay Grade:</td>
<td>19</td>
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<td>Date Revised:</td>
<td>12/14/2020</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is responsible planning, developing, budgeting and supervising a comprehensive community forestry program.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Plans, assigns and supervises the work of park maintenance employees.
- Trains and demonstrates to Parks Division employee the safe and proper operation of all machinery and equipment.
- Inspects trees and shrubs for disease, insects, pests and hazards to public and private property.
- Develops tree and landscape maintenance programs, including spraying, trimming, removal and planting.
- Develops tree inventory and assessment programs for City parks and public areas.
- Trains Parks Division staff in proper tree and shrub maintenance.
- Completes and files records and forms related to park maintenance operations.
- Coordinates assigned services and activities with those of other divisions, city departments, outside organizations, and other government agencies.
- Administers management plans to control insects, pests, and diseases and other threats to the urban forest through various techniques such as trimming, thinning, removal spraying and sanitation.

**Qualifications:**

**Education and/or Experience:**

Bachelor’s degree from an accredited four-year college or university with major in forestry, arboriculture, or directly related field; or 5 years directly related experience in supervision of parks or grounds maintenance, and professional forestry and arboricultural principles and practices as applied to care and maintenance of trees and shrubs.

**Certificates, Licenses, Registrations:**

Must possess a valid Class B Commercial driver’s license (CDL) or ability to obtain within 30 calendar days from date of hire. Must possess a South Dakota Pesticide Applicator’s License with the General Ornamental and Turf and Public Health Certification categories or obtain within 90 days from date of hire. Must possess ISA Certified Arborist credential or obtain within (1) one year from date of hire. ISA Certified Arborist Municipal Specialist and ISA Tree Risk Assessment Qualification credentials are also recommended.
Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently exposed to high, precarious places; outside weather conditions; extreme cold and extreme heat. The employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and vibration. The noise level in the work environment is usually moderate.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or 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, color vision, depth perception and ability to adjust focus.

May be required to attend/travel to local, regional, and/or national meetings, conferences, trainings as needed.