

# AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	<b>GF FORESTER URBAN</b>			PAY GRADE:	<b>AP5</b>
JOB CODE:		FLSA STATUS:	<b>EXEMPT</b>	DATE REVISED:	<b>05/25/2023 HC</b>
DUTY DAYS:	<b>226</b>	LEGACY JOB CODE:			
FUNDING SOURCE:	<b>THIS POSITION IS PARTIALLY OR FULLY GRANT FUNDED. EMPLOYMENT IS CONTINGENT UPON THE AVAILABILITY OF FUNDS.</b>				

## AUSTIN ISD EQUITY STATEMENT:

Austin ISD is committed to developing shared definitions and expectations of equity across our District that are consistent with our Board priorities. The definition of equity from the National Equity Project will guide our transformational work.

- *Educational equity means that each child receives what they need to develop to their full academic and social potential. Working Towards Educational Equity:*
- *Ensuring equally high outcomes for all participants in our educational system; removing the predictability of success or failures that currently correlates with any social or cultural factor:*
- *Interrupting [Disrupting] inequitable practices, examining biases, and creating inclusive multicultural school environments for adults and children; and*
- *Discovering and cultivating the unique gifts, talents, and interests that every human possesses.*

<https://nationalequityproject.org/>

-Austin ISD Board President, February 2019

## MINIMUM QUALIFICATIONS:

A Bachelor's degree in Natural Resources, Environmental Science, Ecology, Biology, Forestry, Urban and Community Forestry, Geography, or related field from an accredited college or university is required. Three (3) years of professional experience developing or coordinating urban forestry programs is preferred. A valid certification as an Arborist with the International Society of Arboriculture or be eligible to sit for the exam within six (6) months of hire is required. A Tree Risk Assessment Qualified through ISA is preferred. Experience using ArborPro, ArcGIS, or similar tree inventory software is preferred. Incumbent must have a valid Texas Class "C" Driver's License. A valid Texas Driver's License must be in possession at all times while operating a AISD vehicle. Two (2) years of supervisor experience is preferred. This position will attend relevant trainings and conferences. Fluency in Spanish and English is preferred.

## KNOWLEDGE REQUIREMENTS:

Knowledge of:

- Concepts, methods, and techniques pertaining to program coordination, management, and development and implementation.
- Urban forestry principles and best arboricultural and horticultural management practices
- Local, state, and federal laws, ordinances, codes, and regulations related to trees.
- Best practices applicable to data collection and data analysis
- Public administration, personnel management, and fiscal principles
- Current technology and trends in the profession

## SKILL REQUIREMENTS:

- Read, interpret, and apply land use/construction/environmental laws and regulations related to trees and urban forestry.
- Read and interpret construction documents and CAD drawings.

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- Identify tree species, understand what species grow best in different environments and knowledge of tree placement in urban settings.
- Analyze, interpret, write, and implement policies, procedures, and best practice guidelines.
- Evaluate program goals and establish priorities.
- Manage budgets.
- Plan and coordinate the work of multi-disciplinary staff and teams.
- Understand organizational implications of research findings, recommendations, and decisions.
- Enjoy working with people; share responsibilities and demonstrate exceptional communication skills and relationship-building skills with staff across departments, district leadership, and external partners.
- Provide responsive, high quality customer service to community partners and members of the public representing diverse cultures and backgrounds by providing accurate, complete, and up-to-date information, in a courteous, efficient, and timely manner.
- Conduct and facilitate meetings.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Ability to work independently and as a team, a strong work ethic and a commitment to work safety.

### **JOB PURPOSE AND RESPONSIBILITY:**

With thousands of acres of land, AISD has a rich and varied tree canopy that includes some of Austin's most notable Heritage Trees. The AISD Urban Forester will be responsible for managing our tree canopy, this includes: leading the development and implementation of the district-wide urban forestry program; establishing, updating, and enforcing policies, procedures, and guidelines; providing technical guidance for construction projects and school tree plantings; managing grants and partnerships; providing interdepartmental coordination and advising; fostering school engagement and learning opportunities; overseeing contracted services; maintaining the AISD tree inventory and related records; and other tree-related activities. The AISD Urban Forester also ensures that AISD trees stay healthy and safe, and that they are able to grow and thrive as valuable assets to our schools and community. This position will supervise staff/interns as needed.

### **ESSENTIAL FUNCTIONS:**

#### Planning:

- Identify needs and implement strategies to manage the AISD urban forest, including hazard tree mitigation, tree maintenance, planting, tree inventories, campus engagement, policies, and procedures, etc.
- Identify and develop metrics to implement forest management actions that prioritize equitable access to nature and ecosystem services (reduced urban heat, energy use, and improved air and water quality, greenhouse gas reduction).
- Cultivate relationships with strategic partners to design and implement programs of mutual interest and impact.
- Collect and analyze data to identify large scale trends of the urban forest and evaluate equitable access to nature over time. Use data to build support and expand the work at AISD.
- Coordinate with Sustainability team and relevant departments to integrate urban forest management practices into AISD strategic plans and processes, including but not limited to the Sustainability Plan, AISD Strategic Plan, Campus Improvement Plans, Project Development Manual, etc.
- Document progress and update the urban forest-related goals, strategies, and actions in the AISD Sustainability Plan.

#### Technical Guidance:

- Establish district guidelines and standards related to trees based on best practices, existing laws, and regulations, and AISD priorities.

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- Ensure that coordination of tree planting and landscape activities at school campuses do not conflict with planned construction, utility lines, etc., and verify that species selection is appropriate for the region and proposed location at the schools.
- Assist with AISD construction projects to ensure compliance with the City of Austin Tree Ordinance and AISD's best practices and facilitate tree permitting for removals if needed. Includes on-site tree health assessments, design review, and as needed guidance on construction projects.
- Provide and/or coordinate training of best practices for urban forest management and tree care to relevant staff and stakeholders.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

### Contract and tree care management:

- Assist in preparing specifications for tree care service contracts.
- Coordinate with the AISD Service Center and AISD Construction Management Department for tree-related services to ensure long-term health of trees while prioritizing hazard mitigation.

### Reporting and engagement:

- Make engaging and informative presentations/reports and share updates, milestones, project status, etc. with internal and external stakeholders and decision-making bodies that could include boards, the AISD Environmental Stewardship Advisory Committee, planning groups, and commissions.
- Represent the district at tree-related community events and AISD's annual Earth Week activities.
- Maintain positive and collaborative relationships and foster strategic partnerships with AISD departments, campus staff and students, local organizations, community groups, City of Austin departments, etc.
- Identify and develop opportunities to support green career pathways and vocational experiences for students including but not limited to identifying opportunities for internal and external internships, training, and field trips.
- Assist in meeting coordination and presentations to the AISD Environmental Stewardship Advisory Committee, which requires at least five evening meetings per year. Act as a key leader to provide updates to members about AISD's urban forest and to foster collaborative relationships.

### Grants management:

- Identify funding opportunities, prepare grant proposals, implement grant-funded projects, complete reporting requirements.

### **OTHER DUTIES AS ASSIGNED:**

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

### **PHYSICAL EFFORT AND WORK ENVIRONMENT:**

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 will be provided if necessary. Work may be performed outdoors in a variety of weather conditions, in an office, school, and/or offsite setting to maximize efficiency and effectiveness of the tasks and to support sustainable practices. A reliable personal vehicle is required for travel to Austin ISD campuses. Position requires sitting, standing, lifting, travel to campuses, walking campus grounds. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

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## PERSONAL WORK RELATIONSHIPS:

This position is in the Construction Management Department and reports directly to the appropriate supervisor. This position also works closely with the Service Center Regional supervisors, Grounds Department staff, Director of Sustainability, and Outdoor Learning Specialist, and is a valued member of the AISD Sustainability Leadership Team. Incumbent will accomplish duties and assignments within deadlines; will help the District conserve costs and be a responsible steward of our environment by modeling behavior and practices including but not limited to waste reduction, recycling, composting, energy, and water conservation; and will be dedicated to providing an exceptional customer experience for all internal and external AISD stakeholders with intentional practices that promote a culture of respect. Incumbent will abide by work rules described in the Austin ISD Employee Manual and the Austin ISD Handbook of Operating Procedures.

*The Austin Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, ethnicity, religion, national origin, gender, disability, sexual orientation, genetic information, gender identity, or gender expression or any other basis protected by law in educational programs or activities that it operates or in employment decisions.*

**I have read & acknowledge the job description above.**

**Employee**

**Signature:**

**Date:**