



CITY OF BOWLING GREEN, KENTUCKY POSITION DESCRIPTION

Title: Parks Forester / Arborist

Department/Division: Parks & Rec /
Landscape

Reports to: Landscape Manager

Position Status: Full-Time; Non-Exempt

Schedule: 40 hours per week; weekend and overtime
hours expected

Location: On-Site

PURPOSE OF POSITION

The purpose of this position is to plan, implement, and manage programs to care for trees and forestry on parks and municipally controlled lands in the City. Duties and responsibilities include developing and implementing tree maintenance programs, supervising personnel, inspecting trees, coordinating related community outreach programs, and performing administrative tasks such as applying for grants and preparing reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develops and implements maintenance programs for trees in City parks and on other City properties; designs and organizes new tree installation projects.
- Inspects trees on City property to determine the need for trimming, removal, or other maintenance; inspects property prior to tree plantings to ensure the location is appropriate for proper tree development; plans, marks, and coordinates new tree installation; assists in landscape design and installation; coordinates elimination of hazardous street trees with other City departments.
- Supervises, directs and evaluates assigned staff, handling employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.
- Develops, plans, and coordinates community outreach and tree awareness programs; plans and presents training sessions.
- Maintains inventory of trees on City park land and properties.
- Performs administrative functions such as preparing and maintaining records pertaining to plant material, equipment, and forestry activities; preparing periodic and special reports as required; and preparing grant applications for the funding of horticultural projects.

- Attends staff and other professional meetings to exchange information; attends technical or professional classes, seminars, or conferences to improve professional skills; serves as advisor to public boards, organizations, and City departments in matters of arboriculture.

ADDITIONAL JOB FUNCTIONS

- Coordinates and supervises scheduling of use of maintenance personnel and equipment to assists with arboricultural duties.
- Performs other work as assigned or necessary.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Associate's degree or equivalent in Forestry, Horticulture, Agriculture or related, with four years of experience in horticulture, forestry, and/or field application experience, including trimming, planting or removing trees, including two years of lead experience with a work crew engaged in these activities required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must possess a valid Kentucky Driver's License, and Arborist and Pesticide 3 certification.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION**

- Ability to assemble, copy, record, and transcribe data and information, following a prescribed plan. Ability to compare, count, differentiate, measure, and/or sort data and information.
- Ability to follow specific instructions and respond to simple requests.
- Ability to utilize descriptive data and information, such as regulations, blueprints, correspondence and general operating manuals.
- Ability to speak before groups, conduct educational and training seminars, and to deal with employees and the public in a calm, professional, diplomatic manner.

MATHEMATICAL ABILITY

- Ability to add, subtract, measure, multiply and divide.
- Ability to use computer for budgeting, inventory control, communication, and various job-specific software programs.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

PHYSICAL REQUIREMENTS

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments. Ability to perform minor repairs on machinery.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Ability to exert mildly heavy physical effort in moderate to heavy work, including lifting, carrying, pushing and pulling. Ability to handle, finger and feel. Ability to stoop, kneel, crouch and crawl. Ability to climb and balance. Ability to reach overhead.
- Able to lift, push and pull over 50 pounds, when cutting and removing tree trunks and branches, and relocating plant materials and soil.

ENVIRONMENTAL ADAPTABILITY

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under mildly unsafe and uncomfortable conditions.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Bowling Green is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.



Keeping America on the Job!

WorkTask Analysis



Employer Information

Employer:	City of Bowling Green	Type of Business:	Municipality
Location:	City of Bowling Green	City:	Bowling Green
Address:	1001 College Street	Zip Code:	42101
State:	KY	Contact Title:	Safety & Risk Manager
Contact Name:	David Weisbrodt	Fax:	270-393-3298
Phone:	270-393-3629	Job Position:	Parks Forester/Arborist
Email:	david.weisbrodt@bgky.org		

Brief Description of Employer's Business:

The City of Bowling Green is a vibrant, growing, and diverse community located in south-central Kentucky. It is the 3rd largest city in the state and conveniently located between Nashville and Louisville. Bowling Green offers a combination of big-city amenities and small-town feel.

WORKSTRATEGIES™ REPRESENTATIVE INFORMATION

Name:	Amanda Yates, ATC	Facility:	WKONA-BOWLING GREEN
Title:	Work Strategies Specialist	Address:	165 NATCHEZ TRACE, SUITE 200
Phone:	270-781-6477	City:	BOWLING GREEN
Email:	AJYates@kort.com	State:	KY
Date:	5/15/2019	Zip Code:	42103-7947

Job Description

Job Title:	Parks Forester/Arborist				
Classification:	<input type="checkbox"/> Sedentary (Up to 10 lbs.)	<input type="checkbox"/> Light (11 to 20 lbs.)	<input checked="" type="checkbox"/> Medium (21 to 50 lbs.)	<input type="checkbox"/> Heavy (51 to 100 lbs.)	<input type="checkbox"/> Very Heavy (> 100 lbs.)
Job Performed:	<input checked="" type="checkbox"/> Part of Team	<input type="checkbox"/> Rotation Basis	<input type="checkbox"/> Assembly Line	<input type="checkbox"/> Alone	
Max Weight Handled:	100 lbs.	Employment Hours:	8 Per day	40 Per Week	Lunch and Breaks: Yes

Brief Description of Job: The Parks Forester/Arborist is responsible for maintaining all of the City's landscape/ trees.

Educational Requirements (Specific Training, Experience, Certification and/or Licensing): High School diploma (GED)

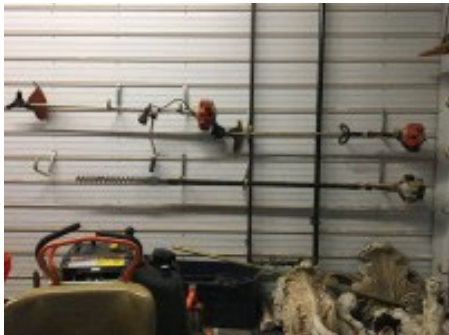





Dress Code / Protective Gear: Ear Plugs, Safety Glasses, Steel Toe Work Boots/Shoes, MSA Approved Hard Hat, Gloves. Chaps



Additional Comments: The information for this report was gathered through an interview with Jay Daugherty and Jared Weaver on 4/30/19.



*Frequency performed shift:	N = Never (0%)	O = Occasional (1-33%) One Min - 2:30 Hours Once - 20 Min / Hour	F = Frequent (34-66%) 2:31 - 5:30 Hours 21 - 40 Min / Hour	C = Constant (67 - 100%) 5:31 - 8:00 Hours 41 - 60 Min / Hour
-----------------------------	----------------	--	--	---

Description	Frequency	Essential	Task Physical Demands
Landscape Maintenance: Employee is responsible for maintaining the City's landscape/ trees.	Constant	Yes	<p>1 Requires lifting trees and shrubs weighing up to 50# from the floor to waist level and carrying them up to 20 ft.</p> <p>2 Requires cutting down trees and lifting the logs (weighing up to 50#) from the ground and carrying them for a distance of up to 20 ft. to load into the truck.</p> <p>3 Requires lifting 50# bags of fertilizer, soil and grass seed from the floor to waist level and carrying them up to 20 ft.</p> <p>4 Requires pulling the water hose using up to 10# of pull force to water the flower/plants.</p> <p>5 Requires operating power tools such as a chain saw, wood chipper, and trimmer, .</p> <p>6 Requires lifting a 12ft. pole saw (15#) overhead to cut tree limbs.</p> <p>7 Requires using a push/ pull force of up to 85# when moving a wheelbarrow full of sod, gravel, or mulch weighing up to 300#</p> <p>8 Requires using a push/ pull force of up to 100# to move trees.</p> <p>9 Requires stooping, crouching or kneeling to install irrigation systems and to pull weeds.</p> <p>10 Requires employee to carry/ operate a 4 gallon backpack weed sprayer (weighing up to 50#) 1 time/ week for up to 8 hrs.</p> <p>11 Requires cleaning and maintaining the downtown fountain.</p> <p>12 Requires using tools such as shovels, rakes, pitch forks, and scoop shovels weighing up to 10#</p> <p>13 Requires using a T-post driver (15#) to drive fence post.</p> <p>14 Requires using a tree injection system weighing up to 10#.</p> <p>15 Requires walking, standing, balancing, climbing, overhead/ forward reaching, stooping, crouching, kneeling, object handling, fingering, feeling, and simple/ firm hand grasping.</p>

Description	Frequency	Essential	Task Physical Demands
  			
  			
Operating Equipment: Employee operates riding lawn mowers, Bobcats, front end loaders, trucksters, and UTV.	Occasional	Yes	1 Requires sitting, standing, walking, balancing, climbing, forward reaching, object handling, fingering, feeling, and simple/ firm hand grasping.
Christmas Display Set Up: Employee is responsible for setting up the downtown Christmas lights/ decoration display.	Occasional	Yes	1 Requires lifting Christmas decorations weighing up to 35# from the floor to waist level and carrying up to 20 ft. 2 Requires ascending/ descending ladders to hang Christmas lights/ decorations. 3 Requires standing, walking, balancing, overhead/ forward reaching, climbing, stooping, crouching, kneeling, object handling, fingering, feeling, and simple/ firm hand grasping.

Description	Frequency	Essential	Task Physical Demands
 			
Equipment Maintenance: Employee is responsible for performing the maintenance on equipment such as changing oil, making repairs, and replacing blades.	Occasional	Yes	1 Requires standing, walking, balancing, forward reaching, stooping, crouching, kneeling, object handling, fingering, feeling, and simple/ firm hand grasping.
Administrative Duties: Employee spends approx. 30% of the shift performing office work.	Occasional	Yes	1 Requires small object manipulation when keying, operating a computer, and with writing task. 2 Requires sitting, standing, walking, balancing, forward reaching, object handling, fingering, feeling, and simple/ firm hand grasping.

Physical Demands

Lift	Max Weight Lifted (1RM):	50 lbs.	Height To/From: floor - waist	Description of Object: Trees/ shrubs, logs, bags of fertilizer, soil, and grass seed and backpack sprayer
Weight (lbs.)	Frequency*	Repetitions/Time	Height To/From	Description of Object
0-10	Frequent	5-24x per hr.	floor - shoulder	Shovels, rakes, pitch fork, plants/flowers, trimmers, tree injection system
11-20	Frequent	5-24x per hr.	floor - overhead	chain saw, pole saw, T- post driver
21-35	Occasional	1-4x per hr.	floor - waist	Christmas decorations, blower ladder
36-50	Occasional	1-4x per hr.	floor - waist	Trees/ shrubs, logs, bags of fertilizer, soil, and grass seed
36-50	Occasional	1-4x per hr.	floor - shoulder	backpack sprayer
*Frequency performed per shift: N = Never (0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67-100%)				



Carry	Max Weight Carried (1RM): 50 lbs.		Distance: 300'	Description of Object:	Trees/ shrubs, logs, bags of fertilizer, soil, and grass seed and backpack sprayer
Weight (lbs.)	Frequency*	Repetitions/Time	Distance	Description of Object	
0-10	Frequent	5-24x per hr.	up to 20 ft.	Shovels, rakes, pitch fork, plants/flowers, trimmers, tree injection system	
11-20	Frequent	5-24x per hr.	up to 20 ft.	Pole saw, chain saw, T-post driver	
21-35	Occasional	1-4x per hr.	up to 20 ft.	Christmas decorations, blower, ladder	
36-50	Occasional	1-4x per hr.	up to 300 ft.	Backpack sprayer	
36-50	Occasional	1-4x per hr.	up to 20 ft.	Trees/ shrubs, logs, bags of fertilizer, soil, and grass seed	
*Frequency performed per shift: N = Never (0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67-100%)					

Push	Max Force Pushed (1RM): 100 lbs.		Distance: 10'	Description of Object: Trees
Weight (lbs.)	Frequency*	Repetitions/Time	Distance	Description of Object
76-99	Occasional	1-4x per hr.	up to 100 ft.	Wheelbarrow
99+	Occasional	1-4x per hr.	up to 10 ft.	Trees
*Frequency performed per shift: N = Never (0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67-100%)				

Pull	Max Force Pulled (1RM): 100 lbs.		Distance: 10'	Description of Object: Trees
Weight (lbs.)	Frequency*	Repetitions/Time	Distance	Description of Object
0-10	Occasional	1-4x per hr.	up to 50 ft.	Water hose
76-99	Occasional	1-4x per hr.	up to 100 ft.	Wheelbarrow
99+	Occasional	1-4x per hr.	up to 10 ft.	Trees
*Frequency performed per shift: N = Never (0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67-100%)				

Positional Demands

Activity	Frequency*	Comments: (Distance, Sustained Time, Examples, etc.)
Sitting	Occasional	Operating Equipment, breaks, administrative duties
Standing	Constant	Landscape Maintenance, Operating equipment, Christmas display set up, equipment maintenance
Walking	Frequent	Landscape Maintenance, Operating equipment, Christmas display set up, equipment maintenance
Climbing Stairs	Occasional	Landscape Maintenance, Operating equipment, Christmas display set up
Climbing Ladders	Occasional	Landscape Maintenance, Christmas display set up
Reach Forward	Frequent	Landscape Maintenance, Operating equipment, Christmas display set up, equipment maintenance, administrative duties
Reach Overhead	Occasional	Christmas display set up, landscape maintenance
Balancing	Constant	Walking, standing, climbing
Stooping	Occasional	Landscape Maintenance, Christmas display set up, equipment maintenance
Kneeling	Occasional	Landscape Maintenance, Christmas display set up, equipment maintenance
Crouching	Occasional	Landscape Maintenance, Christmas display set up, equipment maintenance
Crawling	Occasional	Working on irrigation system
Object Handling	Constant	Landscape Maintenance, Operating equipment, Christmas display set up, equipment maintenance, administrative duties
Fingering	Constant	Landscape Maintenance, Operating equipment, Christmas display set up, equipment maintenance, administrative duties
Fine Hand Coordination	Constant	Landscape Maintenance, Operating equipment, Christmas display set up, equipment maintenance, administrative duties
Simple Hand Grasping	Constant	Landscape Maintenance, Operating equipment, Christmas display set up, equipment maintenance, administrative duties
Firm Hand Grasping	Constant	Landscape Maintenance, Operating equipment, Christmas display set up, equipment maintenance, administrative duties
Operating Controls	Frequent	Operating computer, operating power tools, operating equipment- lawn mowers, Bobcat, front end loader, truckster, UTV

Frequency performed per shift: N = Not Present(0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67 - 100%)
Repetition Based Determination (multiply reps. by #-hrs. worked) 1 - 4 reps./hr. 5 - 24 reps./hr. >= 25 reps./hr.

Sensory Requirements

Activity	Frequency*	Comments: (Distance, Sustained Time, Examples, etc.)
Vision - Far	Constant	Landscape Maintenance, Christmas display set up, Operating equipment
Vision - Near	Constant	Landscape Maintenance, Christmas display set up, equipment maintenance, operating equipment
Depth Perception	Constant	Landscape Maintenance, Christmas display set up, equipment maintenance, operating equipment
Color Discrimination	Constant	Landscape Maintenance, Christmas display set up, equipment maintenance, operating equipment
Field	Constant	Landscape Maintenance, Christmas display set up, equipment maintenance, operating equipment
Accommodation	Constant	Landscape Maintenance, Christmas display set up, equipment maintenance, operating equipment
Perception - Spatial	Constant	Landscape Maintenance, Christmas display set up, equipment maintenance, operating equipment
Perception - Form	Constant	Landscape Maintenance, Christmas display set up, equipment maintenance, operating equipment
Feeling	Constant	Landscape Maintenance, Christmas display set up, equipment maintenance, operating equipment
Speaking	Constant	Communication among co-workers, supervisors, and visitors
Hearing	Constant	Safety, Communication among co-workers, supervisors, and visitors
Frequency performed per shift: N = Not Present(0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67 - 100%) Repetition Based Determination (multiply reps. by #-hrs. worked) 1 - 4 reps./hr. 5 - 24 reps./hr. >= 25 reps./hr.		

Work Environment

Exposure To	Frequency*	Comments: (Distance, Sustained Time, Examples, etc.)
Inside Environment	Occasional	Breaks
Outside Environment	Constant	Work performed outside
Weather Conditions	Occasional	Outside environment
Temperature	Constant	Outside environment
Hot	Occasional	Summer months
Cold	Occasional	Winter months
Heat	Occasional	Summer months
Wet/Humidity	Occasional	Outside environment
Biological Agents	Never	
Human Body Fluids	Occasional	Emergencies only
Chemicals	Occasional	Weed killer, insecticide, fertilizer, fuel, oil
Hazardous Materials	Occasional	Weed killer, insecticide, fertilizer, fuel, oil
Floor Surface	Constant	Outside environment- uneven/ slippery terrain
Lighting	Constant	Outside environment
Vibration	Occasional	Operating equipment/ power tools
Unprotected Heights	Never	
Confined/Clustered	Never	
Moving Equipment	Frequent	Equipment such as lawn mower, Bobcat, front end loader, UTV, truckster
Frequency performed per shift: N = Not Present(0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67 - 100%) Repetition Based Determination (multiply reps. by #-hrs. worked) 1 - 4 reps./hr. 5 - 24 reps./hr. >= 25 reps./hr.		

WORKSTRATEGIES™ REPRESENTATIVE INFORMATION

Name:

Phone:

Email: