



CITY ARBORIST

JOB DESCRIPTION

Department: Public Works	Division: Administration
Work Location: Urbana Public Works	Percent Time: 100%
Job Type: Civil Service	FLSA Status: Exempt
Reports To: Public Works Director	Union: Non-Union

JOB SUMMARY

Under general direction of the Public Works Director, the City Arborist oversees capital projects and administrative programs related to public arbor, horticulture, and landscape recycling; administers the City's Tree Ordinance; serves as the City's public consultant and primary point of contact for assigned areas of responsibility; manages and oversees business operations of the City's Landscape Recycling Center; provides subject matter expertise and administers arboriculture, horticulture, and business management best practices in the performance of assigned duties. This position requires broad, comprehensive knowledge of assigned areas, sound independent judgment, superior interpersonal skills and a strong commitment to municipal arboriculture and public service.

ESSENTIAL FUNCTIONS

- Actively supports and upholds the City's mission and values.
- Serves as the City's public consultant and primary point of contact for community trees and landscapes; responds to related citizen concerns and complaints; resolves tree ownership/jurisdiction concerns.
- Assists in planning, coordinating, and facilitating annual Arbor Day event and other special events as necessary.
- Administers and enforces the City's Tree Ordinance; provides technical assistance to City staff related to other ordinances (e.g., vegetation ordinance).
- Assists with reviewing and overseeing contractual and permitted work authorized by the City that impacts arbor and landscape assets, assists with enforcement when work violates city codes and regulations related to area(s) of responsibility.
- Monitors activities of utility companies, contractors, and private citizens as required in relation to arbor and landscape work being performed on City property.
- Reviews construction plans for residential and commercial developments to ensure compliance with applicable City ordinances, codes, rules, and regulations.
- Coordinates and/or manages capital projects related to arbor and landscape assets.

- Administers and coordinates City tree planting programs (Cooperative, Legacy, etc.).
- Coordinates with governmental and partner agencies to promote public interest and participation in tree planting and protection.
- Develops and administers efforts related to public promotion of landscape recycling, arboriculture, and horticulture; serves as subject matter expert for inquiries related to areas of responsibility and oversight.
- Develops recommendations to policies and procedures pertaining to arbor and landscape asset best management practices; presents recommendations to department head; implements approved policy recommendations as needed.
- Reviews and amends the City's arboricultural specifications manual as necessary.
- Serves as lead staff on the City's Tree Commission.
- Manages business operations of the City's Landscape Recycling Center (LRC), including, but not limited to budgeting, marketing and providing public information; assessing market supply and demand; establishing product pricing adjustments; establishing and maintaining business procedures; administration of related contracts and agreements, including intergovernmental agreement; and collaborating with Operations management staff on staffing and logistical operations of the site.
- Provides supervision, training, and guidance to regular, non-bargaining Landscape Recycling Center staff; may assist in supervising other LRC staff as needed.
- Participates in monthly, quarterly, and annual Public Works planning and coordination at the departmental and divisional levels with focus on assigned areas of responsibility.
- Assists in the development and monitoring of the department's annual budget with relation to assigned areas of responsibility.
- Manages the purchasing, procurement, and contracting of goods and services in accordance with established policy and processes.
- Performs grant research, application, and administration related to areas of assigned responsibility.
- Performs other related duties as assigned.

This information is intended to be descriptive of the key responsibilities of the position. These examples do not identify all duties performed by any single incumbent.

JOB REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of an associate's degree in forestry, horticulture, landscape architecture, or relevant biological or environmental science.
- Three (3) years of professional tree/urban forestry management experience or professional experience in a closely related field that would provide the requisite knowledge. Five (5) years of related experience may substitute for the degree requirement.
- At least three (3) years of progressively responsible experience in business or project management, including planning, coordinating, overseeing, and/or supervising projects, operations, and/or staff.

Knowledge of

- Demonstrated knowledge of landscape design and construction.
- Demonstrated knowledge of plant and tree anatomy and physiology.
- Demonstrated knowledge of plant and tree plant diseases, pests, and appropriate control measures including chemical application.
- Plant ecology as related to site selection for individual tree species.
- Materials, methods, and techniques required for arboriculture.
- Knowledge, skill, and use of standard tools and equipment required for arboriculture.
- Occupational hazards and safety precautions necessary in arboriculture and landscape.
- Demonstrated knowledge of irrigation systems and their components.
- Demonstrated knowledge of landscape construction.
- Landscape bed preparation and planting techniques for a variety of plant material.
- Knowledge of the City of Urbana's Tree Ordinance and standards, or the ability to learn and apply these.
- Knowledge of other relevant city ordinances, codes, rules, and policies, or the ability to learn.
- Demonstrated knowledge of ANSI 300 and ANSI Z133 standards for arboricultural practices.

Skills

- Trigonometry, algebra, business math, and accounting skills.
- Excellent oral and written communication skills.
- Project planning and management skills.
- Supervisory and performance management skills.

- Skill in interpreting, applying, explaining, and presenting rules, policies, regulations, and procedures.
- Proficiency with Microsoft Office programs and the ability to learn other software as needed.

Ability to

- Monitor and oversee arbor and landscape work performed by others.
- Read and understand construction drawings and specifications.
- Comply with safety and arboricultural standards and codes accepted by the City.
- Safely operate City vehicles and equipment as required.
- Read and interpret work assigned through written and verbal instructions.
- Perform tasks under adverse weather conditions.
- Establish and maintain effective working relationships with City staff and the general public.
- Exercise sound judgment in decision-making and the performance of work.
- Maintain maximum confidentiality of sensitive information encountered in the performance of work.

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Must possess or obtain within fifteen (15) days of employment a valid State of Illinois driver's license and maintain a safe driving record.
- Must possess International Society of Arboriculture (ISA) Certified Arborist designation or obtain within six (6) months of hire.
- Must possess ISA Tree Risk Assessment Qualification (TRAQ) or obtain within eighteen (18) months of hire.
- State of Illinois Class B Commercial Driver's License (CDL) with Air Brake endorsement is preferred.
- Landscape Industry Certified Technician — Exterior (formerly CLT-E) or training/education with similar content and coursework is preferred.

Job Dimensions

SECURITY LEVEL

- Level LIC: Essential functions require the employee to possess a license, credential, or other certification in order to meet minimum job qualifications and/or qualify for continued employment in a particular occupation or position.
- Level PHYS: Must demonstrate the ability to perform essential functions that require physical agility as noted in the job description, with or without reasonable accommodations.
- Level MVR: essential functions require frequent and safe operation of City vehicles.

SPECIAL REQUIREMENTS

- The incumbent has considerable ongoing responsibility for public safety, as characterized by regularly scheduled duties including: 1) dealing with emergencies that directly affect the safety of the public, and 2) operating or overseeing the operation of equipment or machines for which the consequences of operator error include significant property damage and/or threaten serious injury to self or others.

CONTACTS

- Frequent contact with general public, other public works departments, and other City departments.
- Regular contact with manufacturers and local suppliers to discuss and obtain materials for construction projects.
- Regular contact with other private or government organizations, contractors, utilities, and vendors.

Supervision received

- This position works under the direction of the Public Works Director

Level and complexity of supervision exercised

- This position is responsible for supervising the work of regular, non-bargaining LRC staff.

Supplemental Information

Physical Demands and Working Conditions

Work takes place in a typical office setting and outdoors. Outdoor work may require physical exertion such as climbing ladders, lifting of objects up to 50 pounds, crawling or crouching in restricted areas. Occasional maneuvering of heavy objects weighing up to 100 pounds may be required with or without reasonable accommodations. The work environment and physical demands may include: making precise arm-hand positioning movements; lifting arms above shoulder level; climbing ladders or steps to reach work areas; remaining in a sitting or standing position for extended periods of time; working outside year-round in a variety of weather conditions with exposure to the outdoor elements; traveling across rough, uneven, or rocky surfaces; exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.; exposure to hazards of falls, noise, equipment operation, etc.; may require working extended hours (employees may be called for emergencies).

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.

Hearing: Hear in the normal audio range with or without correction.

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City of Urbana

The physical demands and work environment characteristics described herein 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 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.

Class Specification History

New class: December 3, 2025

For HR/Finance Use

Job Class Code	Pay Grade
	112
EEO Category	LVL