



ARBOR/LANDSCAPE SUPERVISOR

JOB DESCRIPTION

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

JOB SUMMARY

Responsible for supervising the work of full-time, part time, and seasonal employees; organizing work sites; obtaining materials for job sites, and maintaining inventories and equipment. The Supervisor will also assist with the planning and coordinating of snow removal and may participate in the supervision of Special Event related activities.

The Arbor/Landscape Supervisor will be responsible for supervising the work of staff in the day-to-day maintenance of all landscapes on public properties within Urbana. This includes landscapes around public buildings, the downtown business district, parking lots, parklets, and right-of-way landscape beds. The incumbent adheres to the best practices and safety protocols for ornamental plant care, hardscape construction, and irrigation system management.

This position is be responsible for supervising the work of staff in the coordination of the care and health of the City's trees by monitoring, treating, and safeguarding their health conditions to improve public safety and enhance the appearance of the City's parklets and open space properties, on public rights-of-way, and other properties under the control of the City. While performing this work, incumbent adheres to the best practices and safety protocols for arboricultural practices including pruning, planting, and removal techniques; climbing techniques; composition and use of common pesticides and fertilizers; occupational hazards and safety precautions of the tree care industry; and other related work.

ESSENTIAL FUNCTIONS

- Actively supports and upholds the City's mission and values.
- Receives work orders from the Deputy Public Works Director - Operations and/or generates work orders with the approval of the Deputy Public Works Director - Operations; maintains records of work performed.
- Supervises full-time staff and seasonal workers; assigns, plans and checks work; trains as required; evaluates employee performance; recommends hires and

discharges; recommends pay increases, promotions, and transfers; responsible for initiating disciplinary actions.

- Sets daily and weekly work plans for the respective section employees; coordinates work with other supervisors in the Operations Division, the Deputy Public Works Director - Operations, and other divisions and departments.
- Organizes work projects and assigns employees, equipment, and materials; orients staff to projects, work sites, and daily work plans.
- Inspects future work areas and lays out actual work sites.
- Calculates and tracks usage of equipment, materials, and labor along with associated cost for tasks, work orders, and projects completed utilizing asset and work management software and other departmental forms and technology.
- Serves as emergency on call Supervisor during assigned weeks each year.
- Responds to emergency call backs after normal working hours; assesses emergency situations; corrects or controls situations and contacts Deputy Public Works Director -Operations or Public Works Director if situation requires such.
- Responds to and assists in the resolution of citizen concerns.
- Prices and purchases materials for tasks, work orders, and projects; maintains inventories on materials purchased.
- Assists in researching and establishing standards and specifications for materials; reports on findings and makes recommendations to the Deputy Public Works Director - Operations.
- Reviews and documents all job-related injuries and accidents affecting assigned employees.
- Participates in monthly, quarterly, and annual Public Works planning and coordination at the departmental and divisional levels with focus on assigned areas of responsibility.
- Reviews weekly equipment maintenance logs (vehicle check list) to ensure appropriate maintenance is performed and recorded.
- Trains employees in proper traffic control and best practices in arboriculture work including chemical safety techniques; ensures safety protocols are followed
- Assists the Deputy Public Works Director - Operations and performs the preparation, development, and oversight of the arbor/landscape section budget in accordance with established policy and processes.

- Assists the Deputy Public Works Director - Operations and performs the procurement of goods and services in accordance with established policy and processes.
- Assists in researching, developing, and recommending policies related to assigned areas of work, including workplace safety and arbor/landscape asset management best practices.
- Provides oversight of contractual tree and landscape services to assure standard operating procedures are followed and performance standards are met.
- Performs other related duties as assigned.

Landscape unit: Responsible for supervising and may participate in:

- Performance of landscape construction activities and day-to-day grounds maintenance.
- Planting and transplanting trees, shrubs, and other plants.
- Maintenance or removal of trees, shrubs, and other plant materials through the use of pruning shears, loppers, handsaw, chainsaw, hydraulic tools, or pesticide sprayer.
- Operating end loader, skid steer loader, backhoe, and dump trucks for landscaping work
- Performance of irrigation system diagnosis and maintenance.
- Performance of proper weed control for landscape maintenance and weed abatement scheduling.
- Mowing, trimming, and edging of designated high level maintenance areas.
- Trimming and pruning of trees and shrubs using chainsaw, handsaw, hand pruners, pole pruners, or pole saw.
- Spraying and fertilizing trees, shrubs, and other plants.
- Diagnosing tree, shrub, and other plant problems, plans and performs appropriate control measures.
- Performance of daily preventative maintenance of tools and small equipment (i.e.- string trimmers, chainsaw, mowers, or pesticide sprayer)

Arbor unit: Responsible for supervising and may participate in:

- Planting and transplanting trees, shrubs, and other plants.
- Treats and/or removes dead or diseased trees, shrubs, and other plant materials through the use of handsaws, chainsaws, pesticide sprayer, stump grinder, and wood chipper.
- Operates end loader, skid steer loader, backhoe, dump trucks, and various boom trucks for tree maintenance work as assigned.
- Trims and prunes trees using an aerial lift truck or rope and saddle.
- Sprays and fertilizes trees, shrubs, and other plants.
- Responds to emergency calls about trees.

- Diagnoses tree disorders and initiates the control measures.
- Daily preventative maintenance of equipment.

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:

- A high school diploma or GED equivalent.
- Two (2) years of progressively responsible experience planning, coordinating, overseeing, and/or supervising the work of other employees in an arboriculture or closely related field.
- Five (5) years of full-time, professional work experience in an arboriculture-related field where the related work performed was the primary occupation.

PREFERRED QUALIFICATIONS

- College-level coursework in an arboriculture or related field.
- Completion of relevant supervisory training coursework.

Knowledge of

- Demonstrated knowledge of occupational hazards and safety precautions necessary the in arbor and landscape industry.
- Demonstrated knowledge of and ability to identify trees, shrubs, and other plants via common name
- Demonstrated knowledge of plant and tree anatomy and care requirements of plants, trees and shrubs.
- Demonstrated knowledge of characteristics of plant pests and diseases, insect problems, and appropriate techniques for control.
- Demonstrated knowledge of principles of proper pruning and safe removal techniques
- Demonstrated knowledge of irrigation systems and their components.
- Demonstrated knowledge of landscape construction techniques.
- Landscape bed preparation and planting techniques for a variety of plant material.
- Demonstrated knowledge and skills in using standard materials, tools, and equipment required for standard landscaping and arboriculture practices including aerial lift truck, front-end loader, skid-steer loader, backhoe, wood chipper, dump truck, snow plow, chain saws, hand saws, pruners,

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hedge shears, roto-tillers, back pack sprayers, tank sprayers, shovels, rakes, hoes, and bed edgers; ability to adapt to additional equipment and attachments as assigned.

- Occupational hazards and safety precautions and practices necessary in the arbor and landscape industry.
- Demonstrated knowledge of the City of Urbana's Tree Ordinance and standards.
- Demonstrated knowledge of ANSI 300 and ANSI Z133 standards for arboricultural practices

Skills

- Basic algebra and accounting skills
- Skill in the use and maintenance of manual and heavy equipment used in arboriculture profession
- Oral and written communication skills

Ability to

- Effectively supervise, coach, and train, nd evaluate assigned employees.
- Ensure accuracy of work performed and materials used by the overseen employees
- Comply with safety and arboricultural standards and codes accepted by the City.
- Monitor progress of work performed and adhere to work project schedules.
- Safely operate City vehicles and equipment, including those requiring a State of Illinois Class B, CDL, Air Brake and Tanker endorsement driver's license
- Read and interpret work assigned through written and verbal instructions.
- Perform tasks under adverse weather conditions.
- Communicate effectively and clearly, both verbally and in writing.
- 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.
- Lift 100 pounds and maneuver at least 200 pounds on a regular basis, with or without reasonable accommodation.

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Must possess or obtain within six (6) months of employment a valid State of Illinois Class B Commercial Driver's License (CDL) with Air Brake endorsement and have a safe driving record.
- Must possess ISA Certified Arborist designation.
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- Must possess an Illinois Pesticide Applicators license or have the ability to obtain one within (12) months of hire.

Landscape Industry Certified Technician — Exterior (formerly CLT-E) or training/education with similar content and coursework is preferred.

Job Dimensions

SECURITY LEVEL

- Level CDL: Must demonstrate the ability to perform safety-sensitive functions in accordance with federal requirements.
- 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

- Employees in this classification are designated as Emergency/Essential and may be required to work overtime with little or no advance notice.
- 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 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.
- Occasional contact with other private or government safety organizations.
- Contact occurs with vendors, utilities, contractors, other municipalities and organizations, and the public.

Supervision received

- This position works under the direction of the Deputy Public Works Director - Operations.

Level and complexity of supervision exercised

- This position is responsible for supervising the work of seasonal and part-time employees, and full-time employees including but not limited to Landscape/Arbor Maintenance Workers, Landscape Technicians I/II, Arbor Technicians I/II, Arbor/Landscape Crew Leaders, and Landscape Recycling Center (LRC) staff.

Supplemental Information

Physical Demands and Working Conditions

The work environment involves potential high risk and/or stress due to exposure to dangerous situations, hazardous materials, and/or unusual environmental stress from working in high-risk situations and/or high noise levels, poor ventilation, and/or extremes of heat or cold. Protective gear and/or special equipment is normally required.

Work requires considerable and strenuous physical exertion such as climbing ladders, frequent lifting of objects up to 100 pounds, crawling or crouching in restricted areas. Occasional maneuvering of heavy objects weighing up to 200 pounds is required with or without special accommodations. The work environment and physical demands may include: making precise arm-hand positioning movements; lifting arms above shoulder level; working in small, cramped areas, (e.g., equipment enclosures ,etc.); climbing ladders or steps to reach work areas; remaining in a standing position for extended periods of time; working outside year-round in a variety of weather conditions with exposure to the outdoor elements; moving heavy objects long distances (more than 20 feet); traveling across rough, uneven, or rocky surfaces; lifting heavy objects up to 100 lbs.; using power tools and hand tools; climbing stairways, ladders, and work on elevated structures; working in a stationary position for considerable periods of time (i.e., kneeling, standing, and sitting); exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.; exposure to hazards of falls, noise, equipment operation, etc.; typically working at heights of 20 to 70 feet: occasionally in excess of 70 feet; and may require working extended hours (employees are assigned stand-by shifts outside their normal work shift and 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.

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:

General revision: August 27, 2025

Revised minimum qualifications:

Revised definition, minimum qualifications, and add distinguishing characteristics:

New class code:

For HR/Finance Use

Job Class Code	Pay Grade
	112
EEO Category	LVL