

Job Description | **Managing Arborist**



Date January 2021	Department Tree Operations	Location Washington, D.C.
Classification Full-Time, Exempt	Employment Terms At Will	Reporting to Director of Tree Operations

Summary

The Managing Arborist manages Casey Trees' Urban Foresters and oversees all year-round and seasonal programs requiring a high degree of volunteer/partner coordination, interaction, and support. The incumbent mentors subordinate staff in a variety of ways, such as identifying relevant educational and training materials, responding to technical questions, participating directly in training sessions, analyzing site selection, species selection, and overall design strategy as it relates to canopy increase, stormwater mitigation, and operation efficiency and the like. Finally, the incumbent coordinates/manages tree orders from a variety of sources and holding yard inventory management.

Essential Functions

- Manages and mentors a team of five Urban Foresters, GIS Analyst, and Data Technician
- Actively searches, designs, and implements effective methods to educate, enhance performance, recognize performance, and promote safe work practices
- Supports the Director to onboard staff, develop/implement in-house training sessions, etc.
- Ensures adherence to organizational policies and procedures, including but not limited to attendance, timeliness, conduct, volunteers, resident interaction, and financial resources etc.
- Conducts periodic performance appraisals of subordinate staff
- Works closely with the Director to curate and implement strategies for business development, particularly focused on privately owned land parcels
- Works closely with the Director on the design, implementation, and evaluation of tree planting programs including Community Tree Plantings (CTP); RiverSmart Homes (RSH); Rebate Program; Fee-for-Service and other tree planting grants, projects, and initiatives
- Works collaboratively with other CT departments to ensure seamless event execution, donor satisfaction, program improvement, attainment of development goals, exploration of new partner opportunities, etc.
- Manages and coordinates grant deliverables for relevant projects as well as regularly communicate with partners, stakeholders, and donors as needed
- Manages tree procurement including sourcing, invoicing, delivery, inventory, reconciliation, etc.
- Works closely with the Director of Tree Planting to improve workflows and structures that ensure smooth and consistent tree installation, maintenance, and pruning strategy and care activities
- Works with Director and UF Manager to schedule seasonal installation
- Supports development activities by promoting tree planting programs and activities, identifying/coordinating signature events for corporate partners, commemorative tree ceremonial events and others
- Manages data for the Tree Operations department, including watering maps on GIS, maintenance maps on GIS, the design platform on GIS, Survival study on GIS, and CRM for programming and tree rebates
- Manages/supports tree planting events/programs/activities involving trained and untrained volunteers including but not limited to planning, logistics, training, and related support
- Tracks trees to ensure sound internal controls from delivery, inventory management, planting and reconciliation of planting data including mortality checks and verification
- Provides advice and technical assistance to support classes, events, public inquiries, community outreach, etc.
- Stays current on arboriculture/urban forestry best practices and emerging trends
- Develops/implements strategies to cultivate new, and advance existing relationships to engage, educate and involve volunteers and others in attainment of our goals and mission
- Communicates and distributes information/promotional materials including flyers, brochures, newsletter articles, press releases, etc.
- Attends community meetings to promote CT activities and events
- Collaborates with multiple CT departments on various projects related to tree planting and care needs
- Connects people to trees

- Other duties as assigned

Competencies

- Mentorship/Leadership
- Project Management
- Communication Proficiency
- Problem Solving/Analysis
- Safety Orientation
- Decision Making
- Technical Arboriculture
- Self-Motivation

Working Conditions

The incumbent works in the office and in the field. Must be able to use equipment such as (not an exclusive list): computer; smart phones and tablets; automobile; pickup truck with trailer; dingo machine; various hand tools such as shovels, loppers, rakes, saws, ladders, and pruning shears, etc.

Physical Demands:

- Use of equipment and lifting to plant and maintain trees
- Working outside year-round conducting site visits, planting trees, instructing volunteers and others year-round in the heat, cold and inclement weather
- While performing the duties of this job, the incumbent is frequently required to sit, talk and hear. The incumbent is constantly required to use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to climb, balance, stoop, kneel, crouch, crawl and walk. The incumbent is required to lift and/or move up to 60 pounds, and occasionally up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus. In the office environment, this position would require the ability to lift files, open filing cabinets and bending or standing on a stool as necessary
- The physical demands and work environment described are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in accordance with the Americans with Disabilities Act

Position Type/Expected Hours of Work

This is a full-time, exempt position, averaging 40 hours a week. The incumbent must be able and willing to work evenings, weekends, and extended hours when needed.

Travel

Travel is primarily local, although some out of the area travel and overnights may be expected.

Required Qualifications

- Bachelor's degree in arboriculture, horticulture, urban forestry, landscape management or related field, and three or more years of experience; or an equivalent combination of education and experience
- Two plus years of demonstrated experience in project management
- ISA Certified Arborist credential required upon hire; or within the first year of employment
- Experience supervising, managing, and mentoring a staff of diverse backgrounds and skill levels
- Proficiency with Geographic Information Systems (ArcGIS), Salesforce, Eventbrite, Microsoft Office (Excel, Word, Outlook) and ability to learn new programs preferred
- Valid driver's license; clean driving record; willingness/ability to drive pickup truck
- Must be able to establish, track and meet deadlines, often under pressure
- Professional demeanor, superior written and oral communications skills, and the ability to positively and effectively interact and work with a wide variety of people, including government employees, volunteers, community partners, corporate and individual donors, etc.

Acknowledgement and Signature

This is a general overview of the functions and requirements for this position. It does not contain a comprehensive list of activities, duties or responsibilities that are required, or list everything the incumbent may encounter for this job. Your supervisor may assign other duties as deemed necessary, and duties, responsibilities and activities may change at

any time with or without notice. The employee's signature below constitutes their understanding of the requirements, essential functions and duties of the position:

Employee Name & Signature

Date

HR Representative Name & Signature

Date