



## TOWN OF LOS GATOS

# Urban Forest Manager

Class Code: 2905  
Department: Parks and Public Works  
Supervisor: Parks and Public Works  
Superintendent

Management / At-Will  
FLSA Status: Exempt

---

*Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.*

### **CLASS SUMMARY**

Under general direction, responsible for the development and implementation of an urban forest management program involving trees and shrubs located in Town parks, property, and public rights-of-way. This position will be responsible for ensuring the long-term health and growth of the of urban forest. Duties may include providing technical advice and training relating to tree maintenance, tree selection, and tree assessments. Supports the work of the Community Development Department for tree evaluations associated with permits on private property. The role will entail significant communication and engagement with other Town staff, residents, and contractors, and developers.

### **DISTINGUISHING CHARACTERISTICS**

The Urban Forest Manager is a single management level position that is responsible for the Town's urban forest. This classification is distinguished from all other Town classifications by the specialized knowledge and training required related to urban forestry, tree evaluations, and public engagement. The incumbent will have sufficient skills and knowledge to make independent recommendations on specific trees, geographic areas within Town, and the urban forest program as a whole. Significant public interaction and superb communication skills are essential.

### **SUPERVISION RECEIVED AND EXPECTED**

Receives general supervision from the Parks and Public Works Superintendent or Director and collaborates with the Parks and Public Works Operations Manager.

**EXAMPLES OF TYPICAL FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Develop and implement an urban forest program, including maintenance needs, maintenance cycles, and budget.
- Establish a program to increase the urban forest tree canopy with meaningful performance metrics.
- Engage with regional urban forest programs.
- Perform all duties of the Town Arborist.
- Develop and manage a tree maintenance program.
- Develop and maintain a list of preferred trees for use in public property, rights of way, and private property, factoring in categories for physical space constraints.
- Maintain a tree inventory program that tracks tree work history performed by in-house staff and contractors.
- Work with utility companies to manage canopies over and under public utilities.
- Work with the Community Development Department to evaluate development projects for tree removal, replacement, protection, and tree planting.
- Review unpermitted tree pruning and removals and recommend and assess penalties.
- Review, issue, and inspect tree pruning and tree removal permits.
- Manage the use of the tree replacement fund.
- Manage a roadside and open space vegetation management plan to provide enhanced wildfire safety.
- Identify and maintain defensible space clearances between forest canopies and neighborhoods.

- Engage with the public in all manners related to the urban forest.
- Prepare reports on the program and individual requests.
- Attend Commission and Council meetings and provide testimony as the Town Arborist.
- Establish performance metrics and performance targets for the Town's Urban Forestry program.
- Work alongside maintenance crews in trimming, pruning, and removing trees, including the use of motorized and hand tools typical of the trade.
- May be assigned as a Disaster Service Worker, as required.
- Performs other related duties as assigned.

## QUALIFICATIONS

### *Knowledge of:*

- Trees/plant materials and problems associated with each species.
- Methods and techniques used in planting, nurturing, and maintaining a variety of trees.
- Insecticides, fungicides and other methods for controlling plant/tree infestation/diseases and of the dangers involved in applying these methods.
- Soil and climatic conditions conducive to the growth of different varieties of trees.
- Administrative and organizational principles.
- Conflict resolution skills.

### *Ability to:*

- Recognize problems in planting and maintaining trees.
- Create long range urban forestry plans.
- Deal effectively with the public, other Town employees, and representatives of other agencies and jurisdictions.
- Resolve disputes.
- Write clear and concise technical reports.
- Communicate effectively in person, over the telephone, and in writing.
- Consistently demonstrate professionalism, ethical integrity, and exceptional customer service.

- Celebrate the achievements and success of the organization.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Bachelor's Degree from an accredited college or university with major course work in arboriculture, urban forestry, horticulture, or related field. Extensive qualifying experience may be accepted in lieu of desired degree.

Minimum experience equal to five years of increasingly responsible experience in arboricultural work including two years of experience in supervision and administration. Minimum of three years of experience managing the establishment and maintenance of urban trees.

**License and Certifications:**

- ISA Certified Arborist Required
- ISA Certified Arborist – Municipal Specialist is highly desirable.
- ISA Certified Master Arborist is highly desirable.
- Possession of or ability to obtain a California Commercial Pest Applicator's license within six months of employment.
- Possession of or ability to obtain a Class B California Driver's License within six months of employment.
- A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

**PHYSICAL DEMANDS**

The individual must possess mobility to work in a standard office setting and use standard office equipment; to stand and walk between work areas and conduct inspections as appropriate and necessary, including traversing uneven terrain and climbing. While performing the duties of this job, the employee is frequently required to talk, hear, climb, sit, kneel, crouch, grasp, feel, and walk. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, to operate standard office equipment, and feel or operate objects, tools, or controls. Lifting, pulling, pushing, and carrying up to 50 lbs. are requirements of the position.

<b>Climbing</b>	Frequently	<b>Balancing</b>	Occasionally	<b>Stooping</b>	Occasionally
-----------------	------------	------------------	--------------	-----------------	--------------

<b>Kneeling</b>	Frequently	<b>Lifting</b>	50 lbs.	<b>Standing</b>	Frequently
<b>Crawling</b>	Frequently	<b>Reaching</b>	Frequently	<b>Walking</b>	Frequently
<b>Talking</b>	Frequently	<b>Grasping</b>	Frequently	<b>Pushing</b>	50 lbs.
<b>Hearing</b>	Frequently	<b>Feeling</b>	Frequently	<b>Carry</b>	50 lbs.
<b>Crouching</b>	Frequently	<b>Running</b>	Rarely		
<b>Pulling</b>	50 lbs.	<b>Seeing</b>	Frequently		

**ENVIRONMENTAL ELEMENTS**

While working in an office environment there are moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The individual is in direct contact with other Town personnel and the public. While in the field, the individual frequently works in outside weather conditions and is frequently exposed to wet and/or humid conditions, or airborne particles.

**WORKING CONDITIONS**

Work is performed in a combination of office and field environments.

*In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Department.*

*The Town of Los Gatos is an Equal Opportunity Employer.*