



Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

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Labor Negotiator

Department of Employee Relations

JOB EVALUATION REPORT

City Service Commission Meeting: May 6, 2025

DPW Operations - Forestry

Current	Recommended
Urban Forestry Technical Services Manager PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$79,399 FN: GIC 4.8% (One Position)	Urban Forestry Technical Services Manager PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$95,932 FN: GIC 4.8% (One Position)

Note: Residents receive a resident incentive of 3%.

The Department of Public Works (DPW) has requested that one position of Urban Forestry Technical Services Manager in PR 1GX (\$70,501 - \$98,703) be studied for reallocation due to duties and responsibilities evolving. A new job description was provided, and discussions were held with Makisha Porter, Operations Human Resources Administrator.

This position coordinates and manages the Technical Services for the Forestry Services Section of the DPW Operations Division. This includes development and implementation of in-service training programs, including the Urban Forestry Arborist Apprenticeship Program; development and coordination of independent and cooperative research projects related to plant health care and urban forest management techniques and operations; coordination and supervision of three full-time Tree Protection Technicians; recruits, coordinates and shares supervisory responsibilities for up to 25 Urban Forestry Arborist Apprentices, 6 Urban Forestry Interns, and 3 Youth Arborist Apprentices annually; directs and monitors tree protection requirements for construction activities impacting trees and landscaping in the right-of-way; provides public information services; develops and coordinates hazardous materials management activities; and manages district snow and ice control operations. The position provides additional technical and administrative support to the Forestry Services Manager, DPW Operations Director, Operations Policy Analyst, and all districts in the Forestry Section, including contract administration. Duties and responsibilities include:

- 40% Coordinates the field and classroom training for all new Urban Forestry Arborist Apprentices; develops and implements a comprehensive in-service training program for forestry personnel to include both in-house and outside instructional resources; trains division personnel as instructors for in-service programs, including Urban Forestry Managers, Technicians, Urban Forestry Crew Leaders and Urban Forestry Specialists; Trains Urban Forestry Managers and Technicians on emerging exotic pests, pesticide applications, and tree protection best management practices; and develops, acquires, and maintains current written and visual instructional materials.

- 15% Responsible for coordination of division's plant health care management program including: Diagnosis and treatment of pest problems, including insects, diseases, abiotic disorders, and weeds; monitor pest/disease incidence and population levels; coordinates, consults, and makes recommendations on pesticide application programs including proper materials, equipment, calibration, methods, timing, and personal protective equipment; coordinates, manages, and supervises certain pesticide application programs, including the injection of ~8,300 ash street trees annually to manage public risk accompanying Emerald Ash Borer; monitors pesticide use; maintains pesticide application records, current pesticide label handbook, and pesticide manual; coordinates cooperative state and federal quarantine and control programs for exotic and invasive landscape pests (ex. Gypsy Moth, Emerald Ash Borer, Oak Wilt, etc.); and develops, implements, and evaluates Forestry Section's action plans for invasive and exotic pests.
- 10% Provides management and administrative support including: Contract administration; develops supporting specifications and requisitions for technical equipment and supplies; appears at Aldermanic committee, town hall, and neighborhood meetings to represent the section when needed; recruits, interviews, and hires Urban Forestry Interns and coordinates Intern's activities related to research and landscape management activities; recruits, interviews, hires, and disciplines Urban Forestry Arborist Apprentices; recruits, interviews, hires, and disciplines Youth Arborist Apprentices; and prepares various technical and administrative reports and documents.
- 10% Responsible for research and development activities, including: Design, development and/or evaluation of new methods, materials, and strategies for pest management, plant health care, and urban forest management for maximum effectiveness and efficiency; serves as a liaison and coordinator of cooperative research with universities, governmental agencies and private companies; researches, evaluates, and administers various technical projects such as computerized street tree inventories, and urban forestry management software applications; and keep abreast of current published research and maintains a technical file covering all aspects of division operations.
- 10% Manages district snow and ice control operations and field crew responses to weather related emergency conditions such as windstorms, ice storms, and construction damage to trees. Subject to emergency call-out 24 hours a day.
- 5% Responsible for division hazard materials management including: Assures division compliance with local, state, and federal pesticide hazardous material regulations governing storage, application, worker protection, disposal, and emergency response; requisition, deliver, and manage division's inventory of pesticides and chemicals; and maintain current file of material safety data sheets on all potentially hazardous substances in division use.
- 5% Oversee construction activities; supervision of three Urban Forestry Technicians (tree protection); and coordinate and regulate contractor activities impacting city landscaping and trees.
- 5% Other duties as assigned.

Minimum requirements include a bachelor's degree in forestry, ornamental horticulture, forest entomology, plant pathology, biology, or a related field and three years of experience in

technical instruction and/or field training in forestry, horticulture, or a closely related field. Equivalent combinations of education and experience may be considered.

When this position was originally classified in 2024, duties and responsibilities provided by the department did not fully encompass the position's actual level and scope of work. While most of the duties are the same, one notable change is that this position is in charge of outlining the methods and the training of Urban Forestry Manager within the Forestry Section of DPW Operations. Due to this, the classification of the position should be higher and is more in line with that of an Urban Forestry District Manager.

Based off the comparable levels of duties and skills needed in comparison with an Urban Forestry District Manager, DER Compensation recommends reallocating one position of Urban Forestry Technical Services Manager in Pay Range 1GX (\$70,501 - \$98,703) with a recruitment rate of \$79,399 to Pay Range 1HX (\$75,162 - \$105,223) with a recruitment rate of \$95,932.

Action Required - Effective Pay Period 12, 2025 (May 25, 2025)

In the Salary Ordinance:

Under Pay Range 1GX:

- Delete the title 'Urban Forestry Technical Services Manager'

Under Pay Range 1HX:

- Add the title 'Urban Forestry Technical Services Manager' and apply footnotes (3) and (13).

Prepared by:


Sarah Sinsky, Compensation Supervisor

Reviewed by:


Harper Donahue IV, Employee Relations Director