

CLAYTON COUNTY, GEORGIA

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ARBORIST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to oversee, review, implement and enforce the County's Tree Protection Ordinance. Responsibilities include investigating suspected violations, evaluating tree protection plans submitted by architects and engineers, evaluating rezoning requests, inspecting development/construction projects for compliance with approved plans, inspecting removal and relocation of trees; developing educational programs, serving as technical resource on tree preservation and related issues, and performing other work related to landscaping. Reports to the Planning & Zoning Administrator

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Provides direction, guidance and assistance to land disturbance/erosion control inspectors or other employees; coordinates work activities; organizes and prioritizes workload; makes work assignments; monitors status of work and inspects completed work; assists with complex/problem situations and provides technical expertise.

Oversee review, implementation and enforcement of the County's Tree Protection Ordinance.

Attends applicable meetings when the tree ordinances have been violated, and functions as an expert witness.

Receives and responds to nuisance tree calls and other tree related calls from citizens. Participates on interview panels.

Reviews site plans received within the Community Development Department and issues permits for tree removal; require replacements and protection of existing trees.

Prepares Code Cases to remove hazardous trees, from property of an indigent or absentee owner, threatening any right of way. Works with developers, architects, engineers, and contractors regarding site planning to save trees. Receives and returns telephone calls from citizens regarding tree related matters.

Addresses civic groups, schools, garden clubs, and responds to questions regarding trees in general and the rights and responsibilities of citizens.

Clayton County, Georgia • Arborist

Works with the other departments within the City regarding trees on public land, placement and selection of trees.

Maintains high standards of accuracy in exercising duties and responsibilities, executing immediate remedial action to correct any quality deficiencies that occur.

Addresses civic groups, schools, garden clubs, and responds to questions regarding trees in general and the rights and responsibilities of citizens.

Including site plans, nuisance tree reports, tree removal applications, and other correspondence or related reports.

Has general knowledge of horticulture, practices, policies and procedures as necessary in the completion of daily responsibilities.

Has general knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to tree-related issues and other responsibilities in serving as City Arborist.

Has good organizational, and technical skills. Is able to read, understand, and interpret, development plans, architectural plans, reports and related materials. Has the mathematical ability to handle required calculations.

Investigates and documents suspected violations of tree ordinance; evaluates circumstances under which problems occurred; renders judgment on violations; institutes enforcement procedures, including issuance of citations and assessments of penalties; testifies in court as required.

Evaluates tree protection plans submitted by architects and engineers; evaluates submitted plans which require land disturbance; determines whether plans are reasonable to save the trees; determines need to incorporate more land to adequately protect critical roots of trees.

Ensures the proper review of all tree permit applications.

Inspects development/construction projects to ensure compliance with approved plans relating to landscaping, tree protection, and tree replacement.

Coordinates various environmental activities and issues with County departments and other state and regional governmental agencies.

Prepares and maintains a tolerant and desirable tree and plant material list in conjunction with the County's tree ordinance.

Instruct and completes landscaping of all County buildings and parks; provides training/instruction as needed to any County employee assigned to landscaping and tree protection.

Completes special environmental protection and tree conservation projects as assigned.

Develops educational programs to provide information in individuals and developers on urban natural resource protection.

Serves as technical resource on tree preservation and related issues; provides information to developers, engineers and the public on various aspects of the County's tree ordinance.

Organizes, coordinates and attends all Tree Bank Commission meetings, as required.

Receives and reviews subdivision plats, grading plans, and single lot divisions for compliance with county codes; reviews tree protection plans for subdivisions; inspects subdivision projects; inspects buffers to determine whether additional planting is needed; approves or denies proposed plans as appropriate; prepares monthly reports of subdivision plats reviewed.

ADDITIONAL FUNCTIONS

Follows all safety precautions necessary in operating equipment in a safe and efficient manner. Reviews, and maintains various documents.

May require the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May be required to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to inspect items for proper length, width, and shape. Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties. May require the ability to differentiate colors and shades of color.

Performs miscellaneous tasks; answers telephone calls, sends appropriate email correspondence and assist front counter customers regarding their right to remove trees.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Preferred Master's degree in forestry, landscape architecture or related field. Two to three years of experience as an Arborist (or an equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Bachelor's degree in forestry, landscape architecture or related field and three (3) years of experience as an Arborist required; or an equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must possess and maintain a valid Georgia driver's license.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, reaching and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Must be physically able to operate a variety of job-related machines and office equipment.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature extremes, or traffic hazards.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.