

 **City of Pendleton**

 **Job Description**

 **Arbor Tech (Climbing)**

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| --- | --- |
| **Department**: Parks and Recreation   | **FLSA**: Non-Exempt |
| **Reports to**: Parks and Recreation Director  | **Representation**: SEIU |
| **Pay Range**: Range 14, SEIU Salary Scale  | **Date**: 10/10/23  |

**GENERAL POSITION SUMMARY:** *Briefly describe why this position exists.*

The Arbor Tech (Climbing) provides assistance to the Arborist in all aspects of their work. As a team they are responsible for performing a wide range of duties related to the maintenance of publicly owned or regulated trees within the City of Pendleton. It is expected that this position would work as a team with the Arborist on tree climbing duties which may include climbing or belaying ropes. Will also include operating and working at heights utilizing a lift or bucket truck.

Position is grant funded though May 2028. There is no guarantee the position will be continued after this time.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *List those tasks that must be done to accomplish the job purpose. In order of importance or time spent on the task, please describe the various duties of the job which are critical to the successful performance of the job* ***or*** *occupy more than 5% of the time. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Think in terms of WHAT needs done, not HOW it is done. Avoid describing procedures. Describe in such a way as to be clear to someone outside the profession.*

1. Assists the Arborist in performing ground, tree climbing, and aerial lift duties to maintain public trees in City Parks, Cemetery and right of ways.
2. Assists the Arborist by performing all aspects of arboriculture, including:
	1. Tree identification and inventory
	2. Tree risk assessments
	3. Pruning
	4. Removals
	5. Cabling and Bracing
	6. Root collar excavations
	7. Properly maintaining and operating tools and equipment (hand tools, chainsaws, chippers and aerial lifts)
3. Emergency Response: May be called on or called out to respond to emergency tree issues that pose an imminent threat to the public or are causing an obstruction. For example, during major storms or other weather events. May be called on to respond along with the parks crew to non-tree related emergencies such as floods or snow storms when necessary.
4. Planning and Reports: Assists with the development of reports and assessments.
5. Accurately tracks work performed for grant reporting purposes, and Tree City USA Certification.

**IMPORTANT FUNCTIONS:** *List those tasks or duties that may be assigned, but are not essential to fulfill the job purpose; any ancillary job tasks, or those that take less than 5% of the time. All jobs have non-essential functions.*

1. Complete monthly vehicle inspections, and other safety inspections.

2. Keep work areas neat, clean and free from hazards

3. Assist other city departments as directed

4. Other duties as assigned

**DISTINGUISHING CHARACTERISTICS:** *If the position is in a series (i.e. Office Specialist 1, 2, 3), describe what separates this job from the others in the series.*

Position not in a series.

The Arborist and Arbor Technician are closely related positions separated by training, level of certification and experience. However, there is no guaranteed progression from arbor tech to arborist based on acquiring these credentials.

**JOB SPECIFICATIONS:**

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. Degree in Arboriculture, Horticulture or Forestry preferred but not required.
2. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

[x]  Less than 12 months

[ ]  1 – 3 years

[ ]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: Candidate should have experience with various aspects of Arboriculture including those listed in the essential functions. 3 years full-time experience working in the arboriculture industry. Or a 2-year degree in Arboriculture, Horticulture, Forestry, or closely related field + 2 years of experience, or a 4-year degree in Arboriculture, Horticulture or Forestry + 1 year of experience.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.
3. Tree Climbing Certification required within 6 months of hire;
4. Other certifications as assigned by Park and Recreation Director

**3. Necessary Knowledge, Skills and Abilities:** *Note any specific knowledge, skills or abilities needed for this position. Add or delete from the sample list below.*

1. Knowledge of methods, techniques, materials and equipment related to all aspects of arboriculture.
2. Knowledge of and ability to use tools and equipment used in arboriculture and park and landscape maintenance.
3. Knowledge of City policies, procedures, regulations, and codes related to area of responsibility.
4. Knowledge of safety standards, practices and procedures applicable to area of assignment.
5. Ability to operate computers proficiently.
6. Ability to read and understand industry materials.
7. Ability to respond to emergencies on a 24-hour basis.
8. Ability to maintain regular and predictable attendance to serve customers/interact with (specify: co-workers/supervisor/patrons/clients, etc.), attend meetings, training, etc., or other face-to-face job requirements.
9. Ability to establish and maintain effective working relationships.
10. Ability to work as a team member.
11. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
12. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[ ]  Internet and/or social media

[ ]  Presentation or desktop publishing software

[x]  Specialized or custom software

1. Vehicle - Pickup and trailer
2. Variety of hand tools as well as power tools such as drills, saws, etc and various electronic test instruments used in performing maintenance and repair tasks.

**5.** **Supervision:**

1. This position does not supervise other staff.
2. This position does not provide lead worker direction for other positions.
3. This position reports to Park and Recreation Director. Will receive lead worker direction from the Arborist. Supervision received is (Choose one):

[x]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

 [ ]  General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

 [ ]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

[x]  Primarily with other City staff and/or customers.

[ ]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[ ]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

[x]  Complex

[ ]  Controversial

[ ]  Confidential

[ ]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

[x]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[ ]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[ ]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

1. **Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

[x]  Most situations are resolved using standard procedures and established guidelines.

[ ]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[ ]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[ ]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.Work Environment*:*** *The work environment characteristics described here 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.*

1. Work is performed primarily outdoors. Work is most often outdoors and includes exposure to weather extremes.
2. Strength Rating (see attached definitions) is: Heavy .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

[ ]  Office environment / no specific or unusual physical or environmental demands.

[x]  Work on and around heavy construction equipment \_\_2\_\_%

[ ]  Exposure to toxic elements/hazardous chemicals \_5\_%

[x]  Work at heights in excess of 20 feet \_20\_\_%

[x]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_5\_\_\_%

[x]  Exposure to weather or temperature extremes \_10\_\_%

[ ]  Isolation \_\_\_\_%

[ ]  Exposure to light or noise extremes \_\_\_\_%

[ ]  Regular travel outside the City \_\_\_\_%

[x]  Risk of injury working at heights (tree climbing or bucket truck poses risk of injury if procedures are not correctly followed(list) \_\_20\_\_%

[x]  Significant physical exertion required to Climb Trees\_\_\_10\_\_%

[ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. General hours of work are 7:00 a.m. – 3:30 p.m. Monday – Friday. May move to 6am-2:30pm during summer months of high heat index. Variations include (check all that apply):

[ ]  Frequent or regular overtime

[x]  Subject to emergency call out

[ ]  Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[x]  Not applicable [ ]  Input [ ]  Prepare [ ]  Forecast [ ]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of assets (choose one):

[ ]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[x]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[ ]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification 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.*

Drafted: 11/10/23

Adopted:

Revised:

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.