

State College Borough Sustainability Coordinator /Arborist Job Description



REPORTS TO: Director of Public Works
ROLE & LEVEL: P3

DEPARTMENT: Public Works Administration
FLSA STATUS: Exempt

WORK OBJECTIVE:

The Sustainability Coordinator/Arborist oversees the maintenance and upkeep of all municipally owned land and parks, and is responsible for the Shade Tree program. Work is performed independently under limited supervision with considerable latitude. Position typically requires processing and interpreting of more complex, less clearly-defined issues.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages the Shade Tree program; provides technical advice on tree care and evaluates each tree annually; provides landscape design for public spaces
- Develops long range management of tree resources and works closely with the Tree Commission
- Researches, applies for, and manages applicable grants in order to further develop and improve sustainable Borough initiatives
- Develops criteria, policies, and procedures for environmentally sustainable programs; administers training and outreach to Borough personnel for the development, adoption and implementation of sustainable practices in Borough operations; serves as liaison with Pennsylvania State's Sustainable Communities Collaborative
- Serves as project manager for various public works and planning efforts; writes proposals, organizes/chairs review committees; recommends consultants/contractors; inspects work; provides updated reports to supervisors, Council and the public
- Makes recommendations for care of trees, shrubs, and herbaceous plants in all Borough parks and open spaces
- Provides preliminary concept designs and advises the Borough Engineer on Green Infrastructure projects
- Makes recommendations for facility improvements or development of new facilities located in parks and open spaces
- Develops and manages tree care contracts
- Oversees special projects as assigned
- Serves as liaison with other townships

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Supervision:

- Supervises and approves work hours for individuals assigned to the Borough as part of the AmeriCorps program.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of issues, laws, and regulations related to all areas of sustainability and arboriculture including resource conservation, transportation, pollution prevention, etc.
- Knowledge of insects and diseases affecting plants and the appropriate treatment to control them
- Knowledge of trees and annual and perennial plants appropriate for urban areas
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and enterprise resource planning (ERP) financial software
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to use reasoning skills that minimize duplication of efforts, including but not limited to comparing, classifying, analyzing and coordinating
- Ability to maintain accurate records and prepare various reports based on those records
- Ability to read and write plans and specifications and provide effective project management oversight
- Ability to develop, implement and evaluate projects and programs
- Ability to meet and deal with the public with tact and diplomacy
- Ability to communicate effectively, verbally and in writing

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MINIMUM QUALIFICATIONS:

Bachelor's degree in forestry, horticulture or related field; supplemented by two or more years' arboriculture experience; or an equivalent combination of education, certification, training, and/or experience. Must be a certified Arborist. Must possess a valid Pennsylvania driver's license.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

None

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of standing and/or walking. Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors. Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

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The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date