



CLASS SPECIFICATION

Class Code:	60019625
Date Established:	06/2024
Last Reviewed:	01/2025
Last Revised:	01/2025
Last Title Change:	
FLSA:	non-exempt
Probation:	12 months

COMMUNITY FORESTER

DEFINITION

Under general direction, develops, manages, and administers Washoe County's Community Forestry Program; and performs related duties as assigned.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of urban forestry or horticultural maintenance experience AND a bachelor's degree from an accredited college or university with major course work in forestry, horticulture, environmental science, or a related field; OR an equivalent combination of related education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

A valid and current certification as an Arborist through the International Society of Arboriculture (ISA) is required at the time of application and must be maintained for continued employment in this classification.

Must obtain and maintain an OSHA-30 Hour card within 30 days of appointment.

SUPERVISION EXERCISED

May exercise direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Oversee the development of a Forest Management Plan for non-counted trees in regional parks and other County locations to include a health assessment, management plan, and gap analysis for the planting of future trees.

Coordinate forestry program activities and timetables with Washoe County Parks staff to ensure the preservation, inventory, health, and maintenance of trees on County property.

Work with regional partners and stakeholders to shape a Community Forestry Program to guide the planting of additional trees in Justice40 and Low-Income, Disadvantaged Communities (LIDACs) and ensure the long-term management of Community Forest resources.

Coordinate with Sustainability team and other community partners and stakeholders to develop, manage, and administer tree-planting activities and maintenance plans throughout the community.

Track, monitor, and produce reports on tree canopy studies and tree inventory including information regarding trees species and recent maintenance activities and other information as needed; prepare work schedules based on tree inventory data analysis over a multiple year cycle.

Conduct site inspections; perform quality assurance reviews and quality control measures to ensure compliance with terms of maintenance contracts; coordinate, manage, and oversee maintenance contracts; enforce contract requirements and make recommendations for corrective action.

Participate in developing division budget; monitor tree related expenses; inspect new tree plantings and accept or decline tree delivery for projects and new construction.

Participate in the development and implementation of policies and procedures for the Community Forestry Program; develop, make and implement changes or improvements.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Develop, manage, and deploy municipal forestry inventory and database, including GIS mapping; work with Washoe County's GIS and Sustainability teams to review and update GIS-based canopy inventory.

Engage in and support the development of public-education curriculum and community engagement strategies to encourage tree-planting and long-term care best practices targeting disadvantaged communities, businesses, and the wider public.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance Level *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/divisional policies and procedures.

Organizational structure of Washoe County as it relates to programs, activities, and functions of assigned area(s).

Countywide personnel policies such as sexual harassment, discrimination, ADA, and EEO.

Principles and practices of comprehensive employee supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation and discipline.

Computer software specific to area of assignment.

Federal, state, and local laws, codes and regulations pertaining to the protection of trees.

International Society of Arboriculture (ISA) guidelines for developing, maintaining, and providing municipal forestry services.

Urban forestry trends, issues, and programmatic gaps specific to Washoe County.

Ability to:

Select, supervise, and evaluate the performance of assigned staff.

Provide effective training on safe and proper arboriculture practices and techniques.

Supervise the planting, removal, and maintenance of trees and shrubs in County parks and grounds.

Plan, organize, and direct the activities of varied program functions to accomplish established goals and optimize efficiency.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and practices of an urban forestry program; various species and cultivation requirements of trees, shrubs, and vegetation.

Principles and practices of horticulture; landscape design; methods and techniques of tree and stump removal and pesticide and fertilizer applications.

Preventative maintenance procedures, programs, and recordkeeping as it relates to urban forestry.

Environmental issues related to urban forestry such as the Heat-Island effect, lack of biodiversity, air pollution, greenspace resources, etc.

Principles and practices of program planning, development, and implementation.

Asset management concepts and tree inventory requirements.

Budget development and administration.

Ability to:

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Gather, organize, analyze, and present a variety of data and information.

Read and interpret GIS maps, specifications, plans, and drawings.

Exercise sound judgment, work independently, and demonstrate initiative.

Develop and deliver a variety of reports, summaries, and presentations.

Effectively represent Washoe County in communications with the public, community organizations, and other governmental agencies; collaborate with internal and external stakeholders to continuously develop the Community Forestry Program.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work indoors and outdoors in various types of weather, including extreme heat and cold; ability to frequently stoop, kneel, crouch, reach, stand and walk; ability to lift and move objects weighing up to 50 lbs.; ability to tolerate exposure to dust, dirt, and chemicals; ability to operate a variety of hand and power tools associated with plant and landscape maintenance. May be required to wear personal protective equipment. Incumbents may be required to work an alternative schedule, outside of normal business hours, which may include evenings, weekends, holidays and/or extended hours.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.