



VILLAGE OF OAK PARK

POSITION VACANCY NOTIFICATION October 17, 2013

CLASSIFICATION	SALARY RANGE	DATE AVAILABLE	DEPARTMENT/ DIVISION
FORESTRY MAINTENANCE CREW CHIEF	\$45,913.77 - \$59,080.22 Dependent on Qualifications	A.S.A.P.	PUBLIC WORKS/ FORESTRY

DEFINITION: This employee leads, oversees, and participates in the more complex and difficult work of staff responsible for providing cultivation and maintenance of trees and landscaped areas; and to perform a variety of technical tasks relative to assigned area of responsibility.

EXAMPLE OF DUTIES (Essential Duties and Responsibilities): Lead and review the work of staff and contractors responsible for providing the trimming, planting, removal and maintenance of trees and various landscaped areas. Direct, and participate in the planting and maintenance of trees, landscaped areas and other associated facilities by in-house or contracted crews. Direct the use of and operate moderately heavy and light equipment including chippers, stumpers, chain saws and various other equipment. Estimate time, materials and equipment required for jobs assigned; requisition materials as required; prepare bi-weekly payroll of assigned staff. Inspect trees for compliance with standards and specifications, hazards, trimming and removal needs. Apply pesticides and chemicals for insect, disease and weed control. Train assigned employees in maintenance methods and techniques, and in the set up and use of equipment. Perform heavy physical labor. Ensure the adherence to safe work policies and procedures. Perform related duties and responsibilities as required. **Other important responsibilities and duties:** Perform the full range of duties in the assigned area of work. Verify the work of assigned employees and contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner. Participate in the Snow and Ice Control Program.

QUALIFICATIONS (Required at time of hire and/or learned within a short period of time in order to successfully perform the assigned duties.)

Knowledge of: Operations, services and activities of a public works tree and landscape maintenance program. Principles of leading and training workers. Methods and techniques of tree trimming, removal and planting, landscape maintenance, and pesticide applications. Operational characteristics of mechanical equipment and tools used in the area of work assigned. Occupational hazards and standard safety practices necessary in the area of forestry. Principles and procedures of record keeping including computerized inventories.

Ability to: Lead, organize and review the work of forestry staff in the area of work assigned. Independently perform the most difficult maintenance, repair and inspection tasks in the area of work assigned. Interpret, explain and enforce Department policies and procedures within assigned crew. Operate a variety of equipment in a safe and effective manner. Perform preventive maintenance on mechanical equipment as required. Work independently in the absence of supervision. Use and operate hand tools, power tools, and mechanical equipment in a safe and efficient manner. Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions. Apply good judgment and practical knowledge to resolve unusual or irregular problems. Perform duties in a manner to maximize public safety. Understand and follow oral and written instructions. Communicate clearly and effectively in writing. Establish and maintain effective working relationships with those contacted in the course of work including the general public. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: – *Walking, standing or sitting for extended periods of time; and Operating assigned equipment.* Maintain effective audio-visual discrimination and perception needed for: *Making observations; Communicating with other; and Operating assigned equipment.* Maintain mental capacity which allows for effective interaction and communication with others.

EXPERIENCE AND TRAINING GUIDELINES:

Experience: Three years of increasingly responsible experience involving lead worker responsibilities in a variety of Urban Forestry activities including landscape maintenance. **AND**

Training: Qualified applicants must possess an Associates Degree in Urban Forestry, Arboriculture or a related field from an accredited college or university; a minimum of sixty (60) semester credit hours may substitute for the degree requirement .providing knowledge of urban forestry. Two additional years of increasingly responsible experience in addition to the three years of experience stated above involving lead worker responsibilities in a variety of Urban Forestry activities including landscape maintenance may substitute for the educational requirement for this posting only. **AND**

License: Possession of a valid Illinois Class B Commercial Driver License (CDL), and be an International Society of Arboriculture (ISA) certified arborist.

LAST DATE FOR ACCEPTANCE OF APPLICATION: November 1, 2013

Qualified applicants are invited to submit a completed Application for Employment Form, cover letter and detailed resume not later than **November 1, 2013** to: Village of Oak Park, Human Resources Department, 123 Madison Street, Oak Park, IL 60302; HR@oak-park.us; or by fax (708) 358-5107.