



POSITION VACANCY NOTIFICATION
07-January-2014
FORESTRY SUPERINTENDENT
\$70,223.00-\$90,920.00 (D.O.Q.)

DEFINITION: To supervise, plan and coordinate the day to day activities and operations of the Forestry Division; to coordinate assigned activities with outside agencies and the general public; and to provide highly responsible and complex staff assistance to the Public Works Director, and the Public Works Management Receives general direction from the Public Works Director. Exercises direct supervision over supervisory, professional, technical and clerical staff.

EXAMPLES OF DUTIES - Provide policy direction for urban the forestry management of village trees, and landscape areas. Serve as staff liaison to the Community Design Commission. Coordinate and supervise the organization, staffing, and operation of the Forestry programs, including reforestation, tree maintenance and landscaping services. Develop and implement goals, objectives, policies, and priorities for forestry and landscaping services; identify resource needs, recommend and implement policies and procedures; select, train, motivate and evaluate forestry and landscaping personnel; provide and coordinate staff training; implement discipline, and work to correct deficiencies. Direct, coordinate and review the work plan for providing forestry and landscaping services; identify and resolve problems; assign work; monitor work flow; review and evaluate work products, methods and procedures. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements. Develop and administer the forestry and landscaping services program budget; forecast funding requirements for equipment, materials/supplies and staffing levels. Direct approve and monitor expenditures. Oversee tree maintenance services including tree pruning, removal, planting, watering, feeding, and treatment and clearing fallen trees from the public paths and parkways. Provide forestry management planning and design services; analyze and develop strategies for the eradication of insects and disease from trees; coordinate forestry and landscaping activities with those of other divisions and outside agencies and organizations; provide staff assistance to the Public Works Director; prepare and present staff reports and other necessary correspondence; ensure the adherence to safe work practices by forestry and landscaping personnel; assume responsibility for any hazardous waste materials; maintain appropriate records of material; provide employee training in use and handling of hazardous materials; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of urban forest management; perform related duties and responsibilities as required; perform management responsibilities as part of the Snow & Ice Team.

QUALIFICATIONS -Knowledge of operational characteristics, services and activities of an urban forest management program; organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; modern and complex principles and practices of tree maintenance including the trimming of a variety of trees; occupational hazards and standard safety precautions necessary in the work; advanced principles and practices of budget preparation and administration; principles of supervision, training and performance evaluation; pertinent Federal, State, and local laws, codes and regulations.

Ability to: Perform urban forestry management of Village trees and landscape areas. Analyze, plan and coordinate forestry needs according to Village policies and goals. Manage, direct and coordinate the work of supervisory, professional, technical and clerical personnel. Select, supervise, train and evaluate staff. Provide administrative and professional leadership and direction for the Division. Recommend and implement goals, objectives, and practices for providing effective and efficient urban forestry services. Prepare and administer large and complex budgets. Prepare clear and concise administrative and financial reports. Research, analyze, and evaluate new service delivery methods, procedures and techniques. Interpret and apply Federal, State and local policies, procedures, laws and regulations. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work including Village and other government officials, community groups, and the general public.

Experience and Training Guidelines

Experience: Five years of increasingly responsible experience working in forestry management including three years of supervisory responsibility. **Training:** Bachelor's degree from an accredited college or university with major coursework in urban forestry management or a related field or equivalency. Possession of, or ability to obtain, an appropriate, CDL class "B" with airbrakes within 6 months of the hire date. Possession of a Certified Arborist designation from the International Society of Arboriculture.

LAST DATE FOR ACCEPTANCE OF APPLICATIONS: OPEN UNTIL FILLED

Qualified applicants can obtain and/or submit an application and cover letter/resume at the Village of Oak Park, 123 Madison St., Oak Park, Illinois 60302. Resumes can be submitted to hr@oak-park.us or by fax @ 708-358-5107.

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce