

**CITY OF KIRKLAND
CLASSIFICATION DESCRIPTION**

DEPARTMENT:	Planning & Community Development	TITLE:	Urban Forester
BARGAINING UNIT:	AFSCME	FLSA STATUS:	Exempt
DATE:	September, 2006	REPORTS TO:	Development Review Manager

POSITION PURPOSE:

Provides urban forestry services for a broad range of city activities including: review of permits and development applications, long-range comprehensive and neighborhood planning, drafting of development regulations and City standards, and providing public information and education about city policies, regulations, and activities. This position works cooperatively with City staff and departments as needed to coordinate vegetation management practices.

PRINCIPLE ACCOUNTABILITIES:

Applies professional judgment to prepare recommendations on policy and regulatory issues to City departments and decision makers. Makes decisions regarding vegetation selection, retention, health, safety, and other issues.

ESSENTIAL RESPONSIBILITIES:

1. Evaluates significant trees on development sites, including review of tree plans and proposals for tree protection and removal for compliance with development regulations.
2. Participates as needed in pre-application and pre-construction meetings.
3. Evaluates/assesses hazard trees.
4. Conducts field inspections of landscape projects to determine compliance with designs, plans, specifications, and conditions of approval.
5. Provides information to the general public, permit applicants, and public officials (over the telephone, at the counter, through e-mail, and at meetings) regarding the City's tree regulations and policies. Provides advice concerning appropriate tree planting and maintenance practices.
6. Works to resolve disputes and facilitate consensus on issues pertaining to trees, and serves as a technical resource to City officials involved in dispute resolution.
7. Prepares codes, policies, and guidelines pertaining to the care and maintenance of trees, including management of vegetation in geologic hazard areas
8. Provides peer review of arborist reports for compliance with development regulations.
9. Coordinates with other staff to oversee the maintenance and management of the City's tree inventory.
10. Plans and conducts training sessions for staff, arborists, applicants and citizens in the care and maintenance of trees and plantings.
11. Supports the Code Enforcement Officer, including code analysis and site visits.

ADDITIONAL RESPONSIBILITIES:

1. Presents staff reports at public meetings before the Hearing Examiner, Planning Commission, Park Board, DRB, and City Council.
2. Acts as liaison between the city and utility companies regarding periodic tree trimming and removal.
3. Provides technical review of vegetation issues for public construction and repair projects.
4. Prepares public information regarding trees.
5. May assist with development of vegetation management programs for streets, trails, and parks.
6. May assist with park master planning.
7. Provides tree valuations and appraisals.
8. Promotes public awareness in the value of Kirkland's urban forest.
9. May assist in preparation of departmental budgets.
10. May serve as an emergency worker in the event of an emergency.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Thorough knowledge of the care and maintenance of trees and plant materials used for landscaping of urban areas. The work requires the ability to identify trees and plant materials and to recognize plant diseases, pests, cultural and nutritional deficiencies, and recommend corrective treatments.
2. Thorough knowledge of urban forestry practices, policies, and codes.
3. Ability to analyze and interpret policies, regulations, data, and maps.
4. Ability to work independently with minimal supervision.
5. Ability to work with other City staff in collaborative problem solving and completion of tasks.
6. Ability to communicate clearly both in writing and orally, including the ability to make public presentations before hearing bodies and diverse groups.
7. Ability to organize and prioritize workload.
8. Advanced interpersonal and customer relations skills.
9. Ability to negotiate solutions and facilitate consensus on tree issues.
10. Ability to operate personal computer programs, including those involving word processing, spreadsheets, presentation graphics, and permit tracking.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Job involves deskwork and attendance at meetings in City Hall or off-site, before or after normal working hours. Reports and correspondence are typically prepared at the computer terminal. Frequent site visits to building sites, parks or vacant properties can involve rugged and dirty conditions and exposure to inclement weather conditions.

MINIMUM QUALIFICATIONS:

A two-year degree in Horticulture (or related field) and thorough knowledge of, or training in, Urban Forestry. Three years of professional work experience in the field of Arboriculture (or a closely related field). Must be International Society of Arboriculture Certified at the time of hire. Ability to perform site visits is required. Valid Washington State Driver's License is required.

DEPARTMENT
HEAD:

Paul Stewart for  DATE: 9/20/06