The Woodlands Township
Job Title: Municipal Arborist
Department: Streetscapes
Location: The Woodlands TX
FLSA: Non-Exempt
Hourly Rate: DOQ

Summary of Duties: Provides routine site inspections of hazardous trees and unhealthy trees and assigns work to internal crews or vendors. Conduct a minimum of 2,000 inspections annually, which would be the majority of tree inspections received. Aids with Vine Maintenance and Reforestation Programs by inspecting/flagging sites, data collection and entry, and auditing contractors work and invoices.

Essential Employee Responsibilities: During emergency conditions, subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situations and are expected to perform emergency service duties, as assigned.

Essential Duties and Responsibilities:

- Inspecting 2,000 work orders annually, which represents 75% of the workload.
- Inspect a minimum of 10 work orders per day.
- Perform all Level 2 and Level 3 inspections (higher level of inspection, sometimes requiring additional tools i.e. air spade, ladders, drills, etc.).
- Create a PM schedule for trees/sites that need frequent monitoring.
- Performs detailed Tree Risk Assessment for trees that the Township will not remove.
- Serve as an expert witness in legal matters.
- Inspect Reforestation work orders for viability and give estimates on tree counts
- Assist with Reforestation data entry on work orders, spreadsheets and maps
- Assist with flagging tree location at designated sites
- Perform invoice audits to ensure tree quantities and contract specifications are sufficed
- Inspect Vine Maintenance work orders for viability
- Assist with Vine Maintenance data entry on work orders, spreadsheets and maps
- Perform invoice audits to ensure contract specifications are sufficed
- Assist with various Township-sponsored events including working on certain holidays such as July 4th, Woodlands Triathlon and 10 for Texas
- Coordinate and assist with special projects and events such as Community Planting Event, Tree Giveaway, GFOC Projects, various volunteer groups, etc.
- Inspect assigned work truck weekly for preventative maintenance
- Perform other duties as assigned

Supervisory Responsibilities: Job has no responsibility for the direction or supervision of others.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education: Bachelor's degree in urban forestry or related field or equivalent.

Experience: Three (3) years of related experience and/or training; or equivalent combination of education and experience. Experience managing tree inventories, conducting tree risk assessments, performing tree removals and implementing tree care programs is preferred.

Licenses and Certifications:

- Must possess a Texas driver's license within the first ninety (90) days of employment and meet the driver safety policy requirements.
- Must possess or obtain within the first (1) year of employment, International Society of Arboriculture (ISA) Certified Arborist license or equivalent.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.

The likely impact on the organization is high.

Freedom to Act: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end result. There is some opportunity for discretion when making a selection among a few easily identifiable choices. The assignment is usually reviewed upon completion.

The impact of action is moderate: Moderate benefits or costs in time, money, or public/employee relations.

Technical Skills: Skilled: Work requires practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization

Affects accuracy of multiple projects.

Budget Responsibility: Has no budgetary/fiscal responsibility.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to walk. The employee is occasionally required to stand, climb, or balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts

and outside weather conditions. The employee is frequently exposed to high, precarious places. The employee is occasionally exposed to the risk of electrical shock.

Disagreeable: Frequent exposure to unpleasant environmental conditions and/or hazards. The majority of work performed outside or with exposure to risk and frequent physical effort is required.

The noise level in the work environment is usually loud.

Safety-Sensitive: This position is a safety sensitive position and is subject to random drug testing.