



Arborist (Staff) Job Description

Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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Reference Number: MTAS-1372

Responsibilities: Manages and supervises the urban forestry program, including planting, maintenance and removal activities. This position is responsible for maintaining trees and woody plants to ensure their healthy, safe, and attractive condition, including chemical applications, repairing, cabling, fertilizing, watering, pruning, and removing any dead, diseased or declining trees or other woody plants.

Supervision received: Receives general direction from the Public Works Director.

Essential functions may include, but are not limited to, the following:

- Supervises the activities of crews involved in the planting, maintenance and removal of city trees; hires, trains, evaluates and manages subordinate personnel.
- Reviews and evaluates tree maintenance needs by reviewing complaints and observing problems or upon direction from supervisor, and determines work priorities and assigns work to subordinates.
- Receives and responds to a variety of complaints concerning status of city trees; provides procedural and policy information regarding tree trimming and removal. Schedules emergency action based on complaints; provides advice on proper care of trees and possible remedies for disease and pest problems; prepares tree damage and claim reports.
- Prepares, maintains, updates and reviews street tree master plan; prepares written and oral reports regarding tree planting and tree removal to city commissions and committees.
- Manages annual budget for Forestry Section, prepares specifications for and monitors contractual tree maintenance operations; completes necessary requisitions and reports to maintain the operations of the Forestry Section.
- Keeps accurate records of the tree board's actions and maintains the computerized Tree Keeper program of all maintenance activity and tree inventory changes.

Qualifications: Knowledge of local tree and plant species and arboricultural practices in streets and parks; knowledge of insects and diseases that infect trees and plants in the southern region and the actions necessary to correct problems; knowledge of tree maintenance methods and equipment; knowledge of principles of supervision and people management skills; and knowledge of computer software applications to manage the urban forest. Ability to communicate effectively and concisely, both orally and in writing; ability to establish and maintain effective working relationships with city staff, contractors, citizen groups, and the public; and skill in directing, supervising, training and evaluating staff.

Training and Experience: Any combination of experience and training that would likely provide the required knowledge and abilities to perform the essential functions of the position.

DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.

Source URL (retrieved on 02/24/2020 - 5:17pm): <https://www.mtas.tennessee.edu/reference/arborist-staff-job-description>



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