



## Arborist Job Description

**Department:** Forestry  
**Reports To:** Street Crew Chief  
**Pay Grade:** 10  
**FLSA Classification:** Non Exempt  
**Approved by:** Human Resources  
**Revision Date:** January 1, 2018

### SUMMARY

Under general supervision, the Arborist performs skilled and manual tasks such as trimming, pruning, spraying, planting and removing trees along City streets, on City property, and in some park areas. Incumbents may serve as lead workers over seasonal/temporary workers.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs all duties designated to the Arborist, maintains the Urban Forest, conducts disease diagnosis, prevention and inspections.
- Maintains all boulevard trees on City-owned properties; sprays weeds.
- Receives and responds to inquiries and complaints from the public regarding forestry issues; provides advice and information.
- Stakes tree planting locations; inspects tree plantings.
- Supervises and trains City employees regarding pruning methods.
- Attends workshops to stay informed of new tree pests and problems.
- Performs snow and ice removal as assigned, including sidewalks and bike paths.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

*An individual in this position must be able to successfully perform the essential duties and responsibilities listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

### MINIMUM QUALIFICATIONS

- High school diploma or equivalent
- Two or more years of previous experience in caring for trees including the operation of forestry or related equipment
- Equivalent combination of education and experience is acceptable.
- Arborist Certification with the International Society of Arboriculture.
- Tree Risk Assessment Qualification (TRAQ) within one year of hire.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.
- Ability to obtain a Class B Commercial Driver's License with tanker and air brake endorsements within six months of hire

- Electrical Line Clearance Qualified, aerial rescue training, and CPR/First Aid Certified required within one year of hire.
- Commercial Pesticide Applicator License.

**PHYSICAL AND MENTAL DEMANDS**

Work is performed within City facilities and job site locations that will require sitting, squatting, bending, crawling, climbing, and reaching. The incumbent may be required to occasionally perform a full range of motion with lifting and/or carrying items weighing up to 50 pounds. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

**WORKING ENVIRONMENT**

Activity may involve being in and around moving equipment. Activity is subject to weather conditions of the seasons, fumes, gasses, and exposure to dust. The environment may also involve falling limbs, bucket trucks, chainsaws, etc. The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.

I have read and understand the duties, responsibilities, and requirements for this position. \*

\_\_\_\_\_  
Employee's Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. The City of West Fargo retains the discretion to add duties or change the duties of this position at any time.