



Code: 7916
Family: Construction, Maintenance, and Skilled Labor
Service: Operation and Construction
Group: Forestry and Parkways
Series: Landscape Maintenance

CLASS TITLE: FORESTRY SUPERVISOR

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises forestry crews engaged in the planting, maintenance, and removal of trees and plant materials for landscape beautification projects, and performs related duties as required

ESSENTIAL DUTIES

- Plans, assigns, and supervises the work activities of forestry crews engaged in the planting, trimming, and spraying of trees and shrubbery and the removal of dead and diseased trees on City parkways
- Develops and implements work plans and prepares time lines for the completion of projects
- Conducts on-site inspections to ensure the quality and timeliness of work and to ensure that staff follow proper safety procedures
- Supervises staff in the disposal of landscaping debris
- Monitors commercial and residential property owners' compliance with the municipal Landscape Ordinance and general landscaping standards
- Supervises the conduct of surveys to inspect and assess trees and other plant materials to determine the quality, rate of growth, and insect and disease damage
- Inspects equipment for proper condition and operation and authorizes repairs or replacement as necessary
- Trains and oversees the training of forestry staff on landscaping techniques and equipment usage
- Monitors productivity and performance of forestry crews, including discipline as required, and prepares related activity reports
- Confers with residents and businesses on landscaping problems, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Three years of work experience in the trimming, planting, care, and removal of trees; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must be certified as an Arborist by the International Society of Arboriculture (ISA), certification is required within six months of hire

WORKING CONDITIONS

- General office environment

- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust, oily or wet environment
- Exposure to hazardous conditions (e.g., heavy machinery)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Cameras and related photography equipment
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Safety devices or equipment (e.g., cones, barricades, metal plates)
- Communication equipments (e.g., two-way radio, dispatch communications equipment)
- Standard landscape tools and equipment (e.g., shovel, axe, sandblaster, weed cutter, fogger, dolly, rake, whip, chain saw, pole saw, pesticide application sprayer)

PHYSICAL REQUIREMENTS

- Some lifting (up to 35 pounds) is required
- Ability to walk and stand for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to operate applicable hand tools, power tools, and equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *trees, shrubbery, and other plant material used in landscape beautification
- *equipment, tools, and materials specific to landscaping
- *forestry methods, practices, and procedures
- *repair, maintenance, and preventative maintenance procedures applicable to landscape equipment
- *safety and code standards specific to landscape activities
- *use of safety equipment and protective gear

Some knowledge of:

- *applicable communications equipment and devices
- *surveying and inspecting field operations
- *applicable computer software packages and applications
- *supervisory methods, practices and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- QUALITY CONTROL ANALYSIS - Conduct tests and inspections of products, services, or processes to evaluate quality or performance

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
 - LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
 - INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
September, 2013

Licensure, Certification, or Other Qualifications: updated February, 2023