



Code: 7927
Family: Construction, Maintenance, and Skilled Labor
Service: Operation and Construction
Group: Forestry and Parkways
Series: Landscape Maintenance

CLASS TITLE: ASSISTANT SUPERINTENDENT OF FORESTRY

CHARACTERISTICS OF THE CLASS

Under direction, assists in directing various operational areas in the Department of Streets and Sanitation's Forestry Bureau, and performs related duties as required

ESSENTIAL DUTIES

- Oversees Forestry Supervisors and their crews and contractors engaged in the planting, maintenance, and removal of trees and plant materials for landscape beautification projects
- Assists in developing operating policies and work procedures and monitoring their implementation
- Assists in scheduling and coordinating landscaping projects
- Analyzes productivity of work crews for compliance with goals and objectives and makes changes as required
- Oversees inspections to ensure the quality and timeliness of work and to ensure that staff follow proper safety procedures
- Assists in managing commercial and residential property owners' compliance with the municipal Landscape Ordinance
- Assists in preparing program operating budgets for manpower, equipment, and supplies
- Assists in directing field surveys to assess the condition of trees and other plant materials and in developing maintenance and pest control programs to correct problems
- Assists in directing equipment maintenance, repair, and replacement activities
- Assists in coordinating the training and development of forestry staff
- Assesses staff productivity and performance and reassigns field personnel and equipment to ensure projects are completed in a timely manner
- Evaluates landscaping problems and issues and provides resolution
- Dispatches forestry crews in emergency situations and directs their work on the scene
- Presents information on the City's landscape programs, plans, and procedures to community organizations, as required
- Provides professional horticultural and landscape advice to citizens, departments, and agencies, 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

- Four years of work experience in the trimming, planting, care, and removal of trees, of which two years is in a supervisory role related to the responsibilities of the position; 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 have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

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, modems)
- 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 equipment (e.g., two-way radio, dispatch communications equipment)

PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended or continuous periods of time

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

Moderate knowledge of:

- *surveying and inspecting field operations

Some knowledge of:

- *supervisory methods, practices, and procedures
- applicable emergency operations

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

Other knowledge as required for successful performance in the Forestry Supervisor class

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
 - MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures
 - MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
 - *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
 - *EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- Other skills as required for successful performance in the Forestry Supervisor class

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
 - REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
 - REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- Other abilities as required for successful performance in the Forestry Supervisor class

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Forestry Supervisor class

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.

CODE: 7927

CLASS TITLE: ASSISTANT SUPERINTENDENT OF FORESTRY

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
(Valtera Corporation)

Date: June, 2010