

## TREE MAINTENANCE SUPERVISOR

### DEFINITION

Supervises tree surgery and tree trimming throughout the District.

### TYPICAL DUTIES

Plans, assigns, supervises, and reviews the work of crews performing tree surgery and tree trimming, including the climbing, trimming, topping, felling, shaping, treating, fertilizing, and drainage of trees; the trimming of shrubs and vines; the balling, boxing, and cabling of trees and large shrubs; and the clearing of obstructions to power lines.

Estimates labor and material costs of proposed tree work and initiates job requests.

Examines trees, checking for pests and diseases, and recommends corrective measures in accordance with the District's integrated pest management policy.

Confers with administrators regarding requested tree work.

Plans and coordinates with community representatives, contractors, vendors, and the public in the planning and scheduling of tree maintenance projects.

Trains and provides orientation to work crews in the proper and safe use of tools, equipment, and materials, and in proper and safe work procedures and habits.

Supervises the implementation of safety measures in areas where tree work is in progress and when felling trees close to power lines, buildings, or other property.

Investigates accidents and recommends preventive measures.

Identifies and evaluates equipment, supplies, and techniques.

Conducts studies regarding tree maintenance and related procedures and equipment.

Recommends purchases of supplies, equipment, and related items.

Assists in preparing specifications for contract removal of trees and inspects contractors' work.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Tree Maintenance Supervisor plans and supervises the work of in-house and contract crews performing tree trimming and tree surgery work throughout the District.

The Operations Program Manager is responsible for the day-to-day management of the District's centralized gardening, landscaping, tree maintenance, and pest management programs.

A Senior Tree Surgeon supervises a crew performing tree trimming and tree surgery, performs the more skilled work, and assists the Tree Maintenance Supervisor by inspecting trees, estimating work costs, and planning in-house or contract tree trimming work.

### SUPERVISION

General supervision is received from the Operations Program Manager. Supervision is exercised over Senior Tree Surgeons, Tree Surgeons, and Maintenance Workers and may be exercised over Gardeners.

## CLASS QUALIFICATIONS

### Knowledge of:

- Types and treatment of various tree diseases and pests
- Care of trees and shrubbery in the Los Angeles area
- Tree surgery techniques
- Tree trimming and pruning
- Types of knots and rigging required in tree climbing and felling
- Methods of cabling, bracing, boxing, and balling of trees
- Bud cutting and angular tree cutting
- Safety precautions and equipment necessary in tree surgery and tree trimming work
- Operation of machinery used in tree moving and trimming
- Health, safety, and other laws, regulations, District policy, procedures, Personnel Commission rules, collective bargaining agreements, and other requirements affecting tree trimming/surgery activities

### Ability to:

- Plan, assign, supervise, and review the work of tree maintenance crews
- Recognize and deal effectively with personnel problems
- Prepare reports and write clear, concise instructions
- Speak clearly and effectively
- Analyze work methods, equipment, and other aspects of tree maintenance and related activities
- Estimate labor and material job costs and keep job cost records
- Prepare job order requests
- Determine corrective measures for tree diseases and pests
- Supervise the installation of safety measures in areas where tree work is in progress and when felling trees close to power lines and buildings
- Work cooperatively and effectively with District administrators and personnel and the public

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in tree surgery, arboriculture, horticulture, agriculture, supervision, or management.

### Experience:

Four years of experience in tree surgery that includes trimming, pruning, and felling. Experience must also include the trimming of tall trees using ropes, safety belts, and other climbing apparatus. One year of supervisory experience is preferable.

### Special:

- A valid California Driver License.
- Use of an automobile.
- Certification by the International Society of Arboriculture as a certified Arborist .

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or to change typical duties of a position at any time.

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