

CITY OF CHATTANOOGA
Classification Specification Title: Tree Canopy Coordinator

Department: Public Works

Pay Grade: GS.10

Supervision Received From: Municipal Forester

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 12/10/22

Revision Dates: 4/1/25

12/27/24; 8/27/24; 10/23/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for assisting the Municipal Forester with regulatory and planning duties. Duties include: civil plans review and site inspection for Tree Ordinance compliance; working with vendors, contractors, other City departments and citizens to develop planting plans and conduct annual tree planting activities; update, add to, and analyze GIS tree inventory and canopy data; assist Forestry supervisor with tree inspections and creating work orders; assisting Municipal Forester and Forestry Supervisor with work inspection, scheduling, and supervisory duties.

Assisting Municipal Forester with monitoring forest health and maintenance needs; assisting Municipal Forester with cyclical and long-range urban forestry planning; assisting Municipal Forester in updating and developing standard procedures and guidance; developing and presenting educational materials to staff and citizens; coordinating tree issues with other City departments; attending City meetings including monthly Tree Commission meetings.

SERIES LEVEL:

The Tree Canopy Coordinator is a stand-alone classification in the Forestry group.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Under the Municipal Forester's direction, administers the Tree Ordinance as it applies to development and construction, to include: attending pre submittal meetings, reviewing civil plan sets to ensure Tree Ordinance compliance as it applies to tree preservation, mitigation, and planting; selects tree species for new and replacement right-of-way tree planting as part of construction; inspecting construction sites for tree protection compliance and proper planting practices; recording review and inspection comments in the City's permitting database.

Under the Municipal Forester's direction, coordinates annual tree planting activities, to include: surveying primary streets for dead trees and vacant tree pits; directing dead tree and stump removal; identifying priority planting areas using tree canopy data; meeting with community

representatives to discuss neighborhood right-of-way planting projects; creating a tree order based on planting needs and available funds, and in coordination with other departments; coordinating purchase orders with multiple tree nurseries; arranging for transport and storage of trees; coordinating with tree planting vendor on planting locations; inspecting planted trees for proper planting practices; assisting with Arbor Day event and planting planning; identifying and applying for internal and external funding to expand tree planting activities.

Using ArcGIS Pro and other ESRI mapping tools, maintains and analyzes tree inventory and tree canopy data, to include: adding newly planted trees throughout the city and documenting tree removal within the inventoried zone; to aid planning, analyzes inventory for species and genera diversity, ecosystem services, forest health risks; analyzes canopy data by political and census boundaries to highlight gaps and planting opportunities; identifying and applying for funding to update urban forestry datasets.

During periods of high request volume or when specific expertise is needed, assists Forestry Supervisor with tree inspections and work order creation, to include: calling, emailing, or meeting with citizens to discuss right-of-way tree issues; assessing tree health and risk; conducting tree appraisal and cost-benefit analyses; writing and prioritizing work orders.

During periods of high request volume or to fill in during a supervisor's absence, assists Municipal Forester and Forestry Supervisor with work scheduling and other supervisory duties, to include: coordinating traffic control plans, no parking zones, access agreements or other prep work; scheduling work according to listed priority, and based on availability of crew and equipment; making site visits to ensure quality of work and safe work practices; collecting, reviewing, completing daily worksheets; conducting accident investigations; submitting IOD reports or other forms.

Monitors forest health and maintenance needs, as directed by the Municipal Forester, to include: surveying assigned areas or street segments to create long term work orders; collecting and submitting plant and soil samples for lab analysis; monitoring species for new and known pests, pathogens, or nutritional deficiencies; researching developing urban forest health issues, developing treatment plans for affected areas or species.

Assists Municipal Forester with urban forestry planning, to include: meeting with other City departments to coordinate priorities; developing short term management plans; researching urban forestry practices from US and international cities; using tree inventory and canopy data, developing long range goals; identifying staff, equipment and funding needs to meet those goals; writing and creating presentations and reports to communicate plans.

Assists Municipal Forester with updating and developing standard procedures and guidance, to include topics such as: property law related to City-owned or City-adjacent trees; prioritization of citizen service requests; safe and efficient work practices; cost-benefit analysis of tree/hardscape conflicts; mature tree risk assessment; tree planting and watering specifications.

Develops and presents educational materials to staff and citizens to include: urban forest planning topics; forest health topics; work safety topics; tree biology and tree identification.

Coordinates tree issues with other departments at the Municipal Forester's direction, to include: street and sidewalk conflicts with Transportation; tree maintenance and removal with Parks & Outdoors and others.

Attends required City meetings including monthly meetings of the Chattanooga Tree Commission, to include: participation in reporting, discussion, event planning, and other initiatives.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Forestry, Horticulture, Landscape Architecture, Urban Planning, or related field and two (2) years related experience.

LICENSING AND CERTIFICATIONS:

Valid Driver's License. Certification as an Arborist with the International Society of Arboriculture (recommended).

KNOWLEDGE AND SKILLS:

Knowledge of managerial principles; horticulture principles; urban forestry principles; landscape architecture principles; budgeting principles; contract management principles; tree care and maintenance principles and practices; tree identification and species principles; agronomy principles; water management principles; tree support and protection systems; tree assessment and risk management principles and practices; applicable Federal, State, and Local laws, ordinances, codes, rules, regulations, standards, policies, and procedures; Manual on Uniform Traffic Control Devices (MUTCD) contents; and, public relations principles.

Skill in managing the work of vendors and contractors; identifying tree species; diagnosing plant disorders; assessing hazardous tree situations; interpreting, applying, and communicating applicable laws, ordinances, codes, rules, regulations, standards, policies, and procedures; preparing equipment and tool specifications; managing inventory; providing customer service; managing databases; using a computer and related software applications; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction; skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; developing and managing budgets.

PHYSICAL DEMANDS:

Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to extreme temperatures.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.