

CITY OF CHATTANOOGA
Classification Specification Title: Municipal Forester

Department: Public Works

Pay Grade: GS.13

Supervision Received From: Asst. Director Site Development

FLSA Status: Exempt

**Supervisory Responsibility For: Landscape Architect 2, Coord.
Tree Canopy, Landscape Inspector**

Established: 6/29/07

**Revision Dates: 2/24/26;
4/2/25; 10/20/23; 10/06/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for the citywide management of trees and forested areas. Work includes directing the maintenance and planting of right-of way trees, overseeing urban forestry-related permitting and code enforcement, and for developing policies and plans for all trees citywide. Work involves close coordination with multiple City Divisions, contractors, consultants, and community stakeholders. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL:

The Municipal Forester 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.)

Supervises Municipal Forestry Division staff, including prioritizing and assigning work; conducting performance evaluations; ensuring appropriate training; enforcing compliance with policies and procedures; maintaining a safe and healthy work environment; and making recommendations regarding hiring, discipline, and termination.

Manages the daily operations of the Municipal Forestry Division, including planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and service delivery.

Ensures compliance with Federal, State, and Local laws, regulations, codes, and standards.

Coordinates activities across multiple service areas to promote integration and operational efficiency.

Serves as liaison to the Tree Commission, formulating and implementing initiatives by developing planting plans; preparing, reviewing, and analyzing vendor contracts; drafting specification manuals; developing long-term comprehensive forestry plans; creating and

distributing educational materials and programs; delivering presentations on tree care; preparing annual reports; and presenting findings and recommendations to the Commission.

Collaborates and communicates with internal departments, consultants, vendors, external agencies, neighborhood associations, and the public to coordinate work activities, exchange information, and resolve issues.

Represents the City and/or Division at internal and external meetings, public events, training sessions, committees, boards, and related functions to provide and receive information.

Conducts on-site inspections to assess urban forest conditions and project status; coordinates work progress and quality through subordinate staff; identifies pests, diseases, and other threats; monitors contractor and vendor performance; and ensures timely and quality project completion.

Maintains division databases, including service requests, work orders, and work history records.

Prepares and administers the annual tree planting program, including coordinating with neighborhood associations, residents, and agencies to assess needs; inspecting sites to identify vacant or replacement tree locations; preparing bid documents; coordinating in-house crews and contractors for tree installation; inspecting completed work and initiating corrective action when necessary; processing invoices; and performing related activities.

Forecasts, prepares, and administers the division budget, including the capital improvement budget; develops cost estimates; prepares budget justifications; monitors expenditures; and manages overall financial operations.

Oversees procurement and contract administration, including supervising and participating in the development and evaluation of specifications, scopes of work, and requests for proposals for vehicles, equipment, and services; negotiating contracts; and ensuring compliance with contract terms.

Monitors operational performance, reviewing work in progress and completed projects; assisting with complex issues; providing technical expertise; and analyzing operational, administrative, and statistical data such as productivity and depreciation.

Prepares reports, charts, graphs, procedures, and related documentation, and identifies trends for operational improvement.

Manages inventory control, monitoring equipment, tools, parts, and supplies; determining needs for new or replacement items; approving purchase requests; and authorizing procurement.

Provides technical guidance and oversight to employees and contractors to ensure compliance with applicable standards and contract terms, including authorization of contractor payments.

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.

This position is deemed essential during inclement weather situations, and must report to or remain at work, even when administrative closings are announced, as determined by the Department Head.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Forestry, Horticulture, Landscape Architecture, Land Use Planning, Urban Design, or a related field with four (4) years of progressively responsible related experience; or any combination of equivalent experience and education.

OR

Masters Degree in Forestry, Horticulture, Landscape Architecture, or related field; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

International Society of Arboriculture (ISA) Certified Arborist

ISA Tree Risk Assessment Qualified within one year of hire.

ISA Board Certified Master Arborist or Society of American Foresters (SAF) Certified Urban and Community Forester preferred.

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 principles; agronomy principles; water management principles; tree support and protection systems; tree assessment and risk management principles; public relations principles. Knowledge of applicable Federal, State, and Local laws, ordinances, codes, rules, regulations, standards, policies, and procedure.

Skill in interpreting, applying, and communicating applicable laws, ordinances, codes, rules, regulations, standards, policies, and procedures; reading and comprehending a variety of technical plans, drawings, and models. Skill in using a computer and related software applications including ArcGIS Pro and related ESRI tools for tree inventory and tree canopy analysis; managing databases; conducting geographic data analysis; developing data visualization tools. Skill in 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; providing customer service.

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: Y

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.