

URBAN FOREST PROGRAM MANAGER – FIELD OPERATIONS

This position is perfect for candidates who seek a challenging opportunity to serve the citizens of Missoula. Under the supervision of the Ecosystems Services Superintendent, the Urban Forest Program Manager will recognize and strive for a healthy, vibrant, safe and sustainable urban forest for current and future generations.

DEPARTMENT: Parks and Recreation Department
ACCOUNTABLE TO: Ecosystems Services Superintendent
STATUS: Regular, Full-Time, Non-Union
RATE OF PAY: \$27.6346/hr to \$32.123/hr based on experience and qualifications

General Statement	Under general direction, implement the adopted Urban Forestry Management Plan and manage the Urban Forestry Program; including work plan development and supervision of arborist crews, Contract Services, Risk Analysis, Budget Management, Development and Codes.
Duties and Responsibilities	<p>Coordinate and direct the planning, development, administration and provision of urban forestry services, including tree and forest evaluation, disease diagnosis and prevention, tree maintenance, promotion of forestry information and ideas; develop goals and objectives for tree planting, pruning and removal; prepare and manage contracts and bids related to tree management. Coordinate urban forestry activities with other department supervisors and outside agencies to facilitate efficient, effective, and professional departmental operations; direct, supervise, train and evaluate performance of subordinates in the area of work assigned. Assist with management of forests in wildland-urban interface. Supervise employees, hire seasonal and intermittent employees, coordinate and develop subordinate staff performance measures and work plans, assign and prioritize work, evaluate performance of assigned staff, provide leadership, ensure safe work culture, and conduct trainings. Develop and implement best management practices, performance standards, and long-range plans.</p> <p>Implement and update the adopted comprehensive tree plan for the City including criteria for: removing high-risk trees, advocating for the health of existing trees, promoting climate resiliency, enhancing the beauty of City parks, greenways and streets, and managing risk to reduce liability. Participate in subdivision and park planning and prepare conditions and recommendations. Prepare reports and planning documents; assist with strategic planning for the department; prepare and administer grants related to urban forestry and assigned public areas or programs. Assist with development and implementation of operating and capital budget for the Urban Forestry program; approve and monitor spending of allocated budget. Assist with implementation of social equity programs and practices. Assist with implementation of collaborative community open space, green infrastructure and climate resiliency projects.</p> <p>Maintain and coordinate the inventory of all public trees in street rights-of-way and in developed City parks and greenways; specify and order plant material; develop and implement ordinances, regulations, policies and procedures necessary for a healthy urban forest; manage risk to reduce liability from dead or dangerous trees. Effectively communicate with planning and development communities, labor staff and management team members, elected officials, non-profits and volunteers. Work closely with Trees for Missoula, a non-profit advocacy, support, and volunteer non-profit. Provide updates,</p>

	<p>programs, and classes to neighborhoods, Park Board, City Council and other. Serve as one of several Park’s managers on-call on a rotational basis. Performs other duties as assigned.</p>
<p>Preferred Qualifications – Experience, Education, Knowledge & Skills</p>	<p>Knowledge of modern best management practices, regulations, standards, and techniques related to plant health care and integrated pest management; principles, benefits, and basic green infrastructure designs to manage stormwater; ecosystem and social benefits of urban forests; basic wildland forest ecology and management of fuels within the wildland urban interface; of ANSI-A300 Standards, OSHA standards and guidelines, ANSI-Z133-2012 Arboricultural Safety Standards, MUTCD Traffic Control Standards and how to apply them.</p> <p>Skill in acquiring grants, alternative funding and leveraging tax-dollars to expand service; utilizing urban forestry tools and technologies including tomographs, tree inventory software, GPS and GIS; planting, trimming and removing trees while implementing safe working conditions and managing job-site risk; planning, developing and implementing forestry management plans, and educating the public about forestry management; developing and delivering presentations.</p> <p>Ability to direct, supervise, train and evaluate performance of subordinates in the area of work assigned; understand and convey oral and written instructions, read and interpret maps, construction plans, blueprints, work orders; detect, analyze and take appropriate action to correct deficiencies; keep clear and accurate records; establish and maintain cooperative working relationships with subordinates, superiors and the general public.</p>
<p>Required Qualifications</p>	<p>A bachelor's degree in forestry, parks and recreation operations, ecology or related field and three years of full-time urban forest management experience with at least two years of supervisory experience, OR five years full-time urban forest management experience with at least three years of supervisory experience.</p> <p>Moderate skill set related to use of computer programs: such as, Outlook, Word, Excel and Power Point.</p>
<p>Required Licenses/Certifications</p>	<p>Certification with the International Society of Arboriculture as a Certified Arborist. Able to obtain certification as an ISA Municipal Specialist within six (6) months of hire.</p> <p>Able to obtain qualification as a Tree Risk Assessor within six (6) months of hire.</p> <p>Montana commercial driver's license and pesticide applicator's license may be required within 30 days of hire.</p>
<p>The Successful Candidate</p>	<p>Use independent judgment and intellectual analysis to interpret and apply policies and procedures</p> <p>Organize and prioritize multiple work assignments, meeting deadlines and exercising with adaptable professional approach</p> <p>Effectively interpret, communicate and implement detailed information, procedures and directives clearly and relay correspondence to a wide variety of individuals both internal and external to the organization</p>

	<p>Possess the ability to identify shortcomings within a process and implement changes for improvement</p> <p>Demonstrate self-motivation and ability to independently follow through on tasks and projects</p> <p>Consistently exercise initiative and good judgment</p> <p>Establish and maintain effective and positive working relationships with supervisor, co-workers and the public</p> <p>Represent the Parks and Recreation department and City of Missoula to others in a professional and courteous manner</p>
Special Conditions of Employment	<p>Must possess currently or be eligible to obtain a valid State of Montana Driver License and have an acceptable driving record.</p>
Diversity Statement	<p>The City of Missoula is committed to building and sustaining a culture of diversity and inclusion. We embrace and encourage diversity in age, color, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political ideas, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make individuals unique. Reasonable accommodations in the selection process are provided, upon request, for individuals with disabilities. Qualified candidates may request veterans' or disabilities preference in accordance with state law.</p>
Application Documents	<p>Application</p> <p>Cover Letter</p> <p>Resume</p>