To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Classification Title: ***Arborist/Natural Resource Planner***
Department: Planning and Development
Reports to: Planning Director
Pay Grade: 115
FLSA Status: Exempt

JOB SUMMARY

Under limited supervision, is responsible for the administration, management, supervision, and care of trees and other natural resources for the Town of Summerville. Functional areas include: Tree maintenance and planting, urban forestry policies and procedures, tree protection and preservation, public information and education, management of trees in forested parks and Town property, working closely with the Building and Inspections Department and Engineering Department in coordinating application approval for permits and working with engineers, architects, and other land design professionals, and response to emergencies (e.g. storm damage) which is sometimes "after hours", in coordination with the Parks and Recreation Department and Street Department. Work is performed both in the office and in the field: on street rights-of-way, in parks, around Town facilities and land holdings and on private property. Reports to the Director of Planning.

ESSENTIAL JOB FUNCTIONS

- Supervises the administration of the tree protection and landscaping ordinances and ensures decisions on policies do not conflict with other local, State, and Federal laws for the public.
- Develops, maintains, and administers relevant tree protection and landscaping ordinances and policies.
- Reviews applications for development, subdivisions, public projects, and other projects; reviews submitted materials and site plans for impact to natural resources, especially trees; meets with developers to discuss/design site revisions; reviews submitted plans, makes written comments, and attends pre-application meetings with developers and staff; performs pre-clearing inspections to ensure site design is implemented; performs final site and landscaping inspections to ensure all approval conditions are met; reviews and makes comments on submitted site and landscape plans for Commercial Design Review Board.

- Reviews permit applications for residential and commercial non-development tree removals on-site, grant approvals, or provide reasons for denials.
- Creates and maintains a current GIS inventory of all public trees in the Town.
- Develops a comprehensive management plan and performs functions related to tree care to include planning, maintenance, felling and removal. Is familiar with identification, nomenclature, best management practices and ANSI Standards for tree care of species native to southeast. Observes health and vigor of Town trees and makes recommendations for staff and/or contractor maintenance.
- Provides staff assistance to Tree Advisory Protection Committee, including overseeing agendas and minutes, coordinating meeting times, preparing necessary documents, traveling to various places as needed, etc.
- Assists with review and update of documents related to the Comprehensive Plan and Green Infrastructure Plan, including appendices; implements tasks relating to trees and natural resources identified in the Comprehensive Plan and Green Infrastructure Plan.
- Serves as resource for other Town departments, the media, and the public on tree-related issues such as proper tree maintenance, tree encroachment, storm damage, or insect/disease outbreaks; and the role of trees in maintaining environmental quality reducing storm water runoff and soil erosion and improving air and water quality.
- Assists internal/external customers, provides media interviews, and dispenses advice to public; designs and publishes educational brochures; coordinates public awareness programs about tree care, speaks to community groups and businesses, and participates in other community activities.
- Works closely with Town Engineer, Building Official, and staff with design professionals and public in the preparation of project applications and review of submitted applications for construction.
- Assists Town departments in special projects, needed information regarding tree care and maintenance, and in other related matters.
- Enforces tree protection and landscaping ordinances, to include reviewing citizen complaints and observed violations, contacting property owner in violation to resolve issue, referring cases to Code Enforcement Officer, and functioning as expert witness in Municipal Court and/or at jury trial.
- Writes and/or revises ordinances, to include monitoring existing ordinances to gauge effectiveness, discussing changes with Zoning Administrator, writing and revising drafts, and presenting and defending before review boards and at public hearings.
- Ensures annual recertification of Tree City USA status, including planning and administering annual Arbor Day observance; compiles annual community forestry data for application; writes Arbor Day Proclamation; completes application form.
- Researches and pursues grant opportunities for tree plantings in coordination with the Grants Administrator, and works with volunteers to create a non-profit organization for tree planting.
- Performs emergency or disaster-related duties as assigned.

- Operates a vehicle and a variety of office equipment and machinery such as copy machine, fax machine, scanner, cell phone, calculator, digital voice recorder, computer, printer, telephone, etc.
- Uses a variety of tools such as engineer / architect scale, caliper tape measure, Trimble GPS, stapler, scissors, paper cutter, staple remover, standard office tools, etc.; a variety of supplies such as paper, writing instruments, file folders, general office supplies, etc.; and a variety of computer software such as Microsoft Office, Internet Explorer, Adobe Reader, ArcGIS, Beehive, Digital Voice Editor, etc.
- Interacts and communicates with various groups and individuals such as Director of Planning, other department heads and staff, developers, design professionals, attorneys, boards, commissions, committees, Town Council, and the general public.
- Perform other duties as required.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described.

MINIMUM EDUCATION AND EXPERIENCE

Requires a Bachelor degree in Forestry, Urban Forestry, Arboriculture, Biology, Natural Resources or other related field, plus four (4) years of forestry or natural resource management experience. Must be a Certified Arborist with the International Society of Arboriculture, and Tree Risk Assessment Qualification (TRAQ) is preferred. Must have a valid South Carolina driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the methods, policies, and procedures of the Planning Department.
- Knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of the organization of the Town and of related departments and agencies.
- Knowledge and ability to perform planning and technical duties associated tree care.
- Knowledge of the ordinances and regulations pertaining to trees, tree protection, and landscaping.
- Knowledge of trees and natural resource management techniques and practices.
- Knowledge of proper English usage, vocabulary, punctuation, and spelling; and knowledge of basic mathematics.
- Knowledge of how to operate and maintain a variety of office equipment as necessary in the performance of daily activities.
- Knowledge of how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public.
- Knowledge of how to make public presentations.
- Knowledge of the standard tools, materials, and practices of the trade.
- Knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.

- Skill in applying a responsible attention to detail as necessary in preparing reports and correspondence.
- Ability to prepare professional analyses and recommendations on various natural resource planning and development issues.
- Ability to comprehend, interpret, and apply regulations, procedures and related information.
- Ability to review and evaluate development plans and permit applications in order to ensure compliance.
- Ability to research, prepare, and present reports to Tree Advisory Protection Committee and management staff.
- Ability to type accurately at a rate sufficient for the successful performance of assigned duties.
- Ability to read and interpret various materials pertaining to the responsibilities of the job.
- Ability to take the initiative to complete the duties of the position without the need of direct supervision.
- Ability to use independent judgment in performing routine and non-routine tasks.
- Ability to plan, organize, and prioritize daily assignments and work activities.
- Ability to offer assistance to fellow employees as necessary.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to handle required mathematical calculations.

PHYSICAL REQUIREMENTS

Must be physically able to operate a variety of related machines and equipment including surveyor's instruments, calculator, caliper and tape measures, a computer, printer, phone system, copier, etc. Must be able to exert up to twenty-five pounds of force occasionally, and/or up to ten pounds of force frequently, and/or a negligible amount of force to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work. Work involves standing, walking, climbing, reaching, and crouching for periods to time. Must be able to lift and/or carry weights of twenty-five pounds.

All employees of the Town of Summerville are employed at-will and may quit or be terminated at any time and for any reason. Nothing in any of the Town of Summerville's rules, policies, handbooks, procedures or other documents relating to employment creates any express or implied contract of employment. No past practices or procedures, whether oral or written, form any express or implied agreement to continue such practices or procedures. No promises or assurances, whether written or oral, which are contrary to or inconsistent with the limitations set forth in this paragraph create any contract of employment unless: 1) the terms are put in writing, 2) the document is labeled "contract," 3) the document states the duration of employment, and 4) the document is signed by the mayor upon approval by council.

I acknowledge receipt of the Town of Summerville Classification Description Disclaimer AND UNDERSTAND THAT IT IS NOT A CONTRACT OF EMPLOYMENT.

.....	.....
Employee's Signature	Witness' Signature
.....	.....
Date	Date