

**POSITION DESCRIPTION  
CITY OF NOBLESVILLE, INDIANA**

**POSITION:** Urban Forester  
**DEPARTMENT:** Street  
**WORK SCHEDULE:** 8:00 a.m. - 4:30 p.m. M-F  
**JOB CATEGORY:** LTC (Labor, Trades, and Crafts)

**DATE WRITTEN:** January 1998                      **STATUS:** Full-time  
**DATE REVISED:** August 2022                      **FLSA STATUS:** Non-exempt

The City of Noblesville, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required.

Incumbent serves as Urban Forester for the Street Department, responsible for assisting with planting, preserving, and maintaining the City's urban forest, and providing related public education.

**ESSENTIAL JOB FUNCTIONS:**

Plans and disseminates assignments to assigned personnel, provides training and corrective instruction.

Tracks tree plantings, removals, and replacements in GIS database of street trees, including prioritizing hazardous tree pruning and removal, routine pruning, watering, inspecting for diseases, insects and damage, and recommending appropriate action to correct problems. Responds to citizen inquiries regarding trees.

Oversees and enforces the City tree ordinance including enforcing ordinances and regulations for street trees and hazard trees. Investigates complaints, attends meetings, and maintains current files. Periodically reviews and recommends Tree Ordinance revisions as appropriate.

Coordinates daily work activities; organizes and prioritizes workload; makes work assignments, monitors status of work in progress and inspects completed work; troubleshoots problem situations.

Directs work crews at project sites, ensuring proper safety, and timely completion of work assignments and proper use, care and maintenance of department equipment, tools and vehicles.

Works in conjunction with the Noblesville Tree Board and special groups regarding tree education programs by overseeing the creation of brochures and other materials. Collaborates with the Communications Director and Manager on media releases, and making oral presentations. Assists with planning and scheduling of special events promoting trees, such as the Tree Stewards Program and annual Arbor Day celebrations, coordinating when appropriate with the Indiana Department of Natural Resources (IDNR).

Maintains various records on computer, such as work orders using City Works software and daily work records.

Assists with maintaining a community forestry management plan as required by ordinance, including developing annual and long-range plans for selecting, planting, inspecting, pruning/trimming, and removing trees. Prepares and distributes annual and other reports as required or requested.

When applicable, prepares information for the grants and administers awarded funds, including maintaining detailed records, and preparing and submitting required reports.

Operates 800 Mhz radio for communications between Police, Fire and office personnel.

Performs various manual tasks associated with forestry activities, which may include planting, watering, mulching, pruning and pest control.

Periodically assist with flagging/traffic control at work sites as assigned.

Incumbent occasionally works extended, weekend, and/or evening hours and occasionally travel out of town, sometimes overnight. Incumbent serves on 24-hour call for emergencies.

Incumbent may be required to work other shifts as needed, or to cover vacant positions due to vacations, sickness or other work absenteeism.

#### **NON-ESSENTIAL JOB FUNCTIONS:**

Performs Street Department maintenance duties as requested.

Performs related duties as assigned.

#### **I. JOB REQUIREMENTS:**

Bachelor's degree in urban forestry, forestry, horticulture, landscape architecture or related field or equivalent combination of education and experience; leadership experience preferred. Ability to maintain a professional certification as an International Society of Arboriculture (ISA) certified arborist. Ability to maintain an ISA Tree Risk Assessment Qualification (ISA TRAQ). Ideal candidate has three (3) to five (5) years' experience that involves tree and shrub identification, tree maintenance and personal computer operations.

Thorough knowledge of plant materials, arboriculture techniques, principles and practices of forest management and landscape architecture, with ability to effectively plan and direct all projects and activities involving City trees.

Working knowledge of the *City of Noblesville Civilian Employee Personnel Policy Handbook* and the ability to apply these regulations/standards to employment with Noblesville Street Department.

Working knowledge of Unified Development Code, and ability to read and interpret topographical, aerial, geographical, and City plat maps, and design landscape architectural projects, renovations and new additions to City properties.

Ability to count and make simple arithmetic calculations and ability to maintain detailed records and entering data on a computer using standard software, including but not limited to City Works.

Working knowledge of standard English grammar, spelling and punctuation, and ability to type with speed and accuracy, and properly operate a variety of standard office equipment, including computer, printer, telephone, fax machine, copier, calculator, two-way radio, digital camera, and scanner. Working knowledge of database management, GIS, digital photography, mapping, City Works, and Microsoft Office Programs, such as Word, Excel, Outlook, Teams, and SharePoint and other software applications as may be necessary to perform essential job functions.

Ability to effectively communicate orally and in writing with co-workers, other City departments, Technical Advisory Committee, Tree Board, contractors, news media, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to compile, review, classify, prioritize and analyze data, and to set priorities and to meet deadlines.

Ability to prepare and make public speaking presentations.

Ability to apply principles of persuasion and influence over others in a supervisory or professional capacity; ability to build consensus.

Ability to exercise discretion in identifying and selecting from alternative courses of action.

Ability to occasionally work extended, weekend and/or evening hours, and occasionally travel out of town for training, sometimes overnight.

Ability to serve on 24-hour call as needed for emergencies.

Possession of a valid Indiana driver license and demonstrate a safe driving record, and must remain insurable through the City's liability insurance carrier. (Refer to the Civilian Personnel Policy for additional information.)

## **II. RESPONSIBILITY:**

Incumbent applies standardized arboricultural practices to various City projects, with desired results clearly indicated. Incumbent refers unusual situations to supervisor. Work is primarily reviewed for soundness of judgment, technical accuracy, and attainment of objectives.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent communication with immediate supervisor, co-workers, and when applicable, other City departments, Tree Board, Technical Advisory Committee, contractors, news media, and the public for purposes of exchanging information, explaining/interpreting policies and procedures, providing education about urban forestry, coordinating activities, and supervising personnel as assigned.

Incumbent reports directly to the Street Commissioner.