

**CITY OF HEMET**

**LEAD TREE TRIMMER**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under direction, leads, reviews, and performs work activities and duties assigned to the Public Works tree crews; assumes responsibility for the more difficult and complex tasks; schedules crew duties and work assignments; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Lead Tree Trimmer** is the lead class responsible for a wide variety of activities related to the planting, maintenance and care of trees and shrubs. Incumbents lead and assist in the supervision of crews, and inspect and review work methods, performance and quality. This classification is distinguished from the next lower classification of Tree Trimmer by the difficulty and complexity of assignments and the performance of lead responsibilities.

**SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Parks Maintenance Supervisor. Leads and provides training for assigned personnel.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Leads, reviews and performs the work of staff responsible for the planting, maintenance, care and removal of trees and shrubs along streets, in parks and on other City grounds; develops and implements crew assignments; inspects and reviews work methods, performance and quality of work performed, conducts safety and training meetings; provides input and recommendations on employee evaluations; assumes responsibility for the more difficult and complex tasks.
- Recommends service levels to the Supervisor; performs field observations to ensure compliance with department policies, practices and City ordinances; prepares reports for the Supervisor related to division activities; serves as acting division supervisor as required.
- Oversees the operation and maintenance of tree crew equipment and/or machinery, including trucks, lifts, chippers, stump grinders, power tools and equipment; ensures adherence to safe work methods, procedures and practices; inspects division equipment and ensures compliance with department practices; responds to maintenance needs and schedules appropriate service and repair.

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- Responds to questions, concerns and emergency calls from the general public; makes recommendations and/or takes appropriate action to resolve issues and problems; responds to inquiries about department policies, rules, regulations and City ordinances, establishes and maintains a customer service orientation within the work unit.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work activities; estimates time, materials and equipment necessary for the successful completion of assignments; acquires necessary resources as is appropriate.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

### **PYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use cleaners, lubricants, pesticides and herbicides which may expose the employee to fumes or airborne particles, and may be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to climb ladders and trees, work at substantial heights; use power and noise producing tools and equipment, operate motorized lifts and motorized equipment, work in heavy vehicle traffic conditions, and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Lead Tree Trimmer**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of experience in the planting, maintenance, removal and care of trees, and a high school diploma or equivalent.

#### **License/Certificate:**

Possession of a valid class B or class A California driver's license, certification as an Arborist by the ISA and certification in electrical line clearance.

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**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

### **Knowledge of:**

Practices, techniques and methods of tree planting, maintenance, care and removal; characteristics of healthy tree growth and tree diseases; characteristics and proper application procedures for pesticides and herbicides; operational and maintenance characteristics of different types of vehicles, equipment and tools used in tree maintenance; methods and techniques of leading, training and motivating assigned crews; proper methods of traffic control and delineation; basic principles of mathematics; record keeping; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### **Ability to:**

Lead and perform a wide variety of tree and shrub maintenance and care activities; operate a variety of vehicles, lifts, tools and equipment used in tree maintenance; estimate time and materials for completion of projects; perform heavy manual labor; plan, organize and lead the work of subordinate staff; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### **Skill to:**

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of equipment, tools and vehicles used in tree maintenance activities.