

**City of Dallas
Classification Specification**

Title:	Arborist	Class Code:	16415
Application:	Career Series	Pay Grade:	G
Supplemental/Code:	Technical/3	Established:	10/01/94
FLSA Status:	Non-exempt	Revised:	01/01/09

Position Purpose

Review landscape plans for compliance with the city's landscape and tree preservation ordinance as defined in the Dallas Development Code and communicate with landscape architects, horticulturists, developers, city departments, and the public regarding proper landscaping and the preservation of trees.

Essential Functions

1. Reviews and approves landscape, tree removal, and mitigation plans for compliance with the city's tree preservation and landscape regulations (ex. number and types of trees and other plants, drainage, soil).
2. Coordinates with the public and city departments in the approval of building permits as they relate to landscaping and tree preservation, escarpment zone, flood plain swales, vegetation management, soil erosion, and siltation control ordinances.
3. Confers with landscape architects, builders, contractors, and developers to promote tree preservation in the preparation of construction plans and coordinates with commercial field inspectors to ensure project completion in accordance with plan specifications and acceptable tree protection during construction.
4. Makes field inspections to ensure landscape plans are being implemented correctly, inspect condition of trees, determine feasibility of preserving trees, investigate violations or other questionable landscape issues or to ensure trees that were removed have been replaced according to the approved landscape plans.
5. Serves as a consultant to homeowners, developers, architects, and other city staff on landscaping and tree preservation issues; makes presentations to garden clubs, schools, and other organizations.
6. Performs duties such as administering tree removal permits, investigating illegal tree removals, responding to and investigating citizen complaints, maintaining computerized inventory of construction projects subject to the landscape and tree preservation ordinance, applying for grants, administering the reforestation fund, and supervising public tree plantings.
7. Maintains familiarity with current issues and trends in horticulture, landscaping, and vegetation and soil management.
8. Writes warning letters and issues citations to developers and homeowners as necessary; attends court to provide testimony on relevant regulations and the city's actions regarding particular cases.
9. Regular, reliable and punctual attendance is an essential function of the job.

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Knowledge, Skills and Abilities Required to Perform Work

Thorough knowledge of trees and landscaping materials including proper planting, pruning, and care techniques.

Thorough knowledge of soil sciences and infiltration and penetration rates.

Thorough knowledge of ordinances and regulations concerning tree preservation, landscaping, escarpment zone, soil erosion, non-point source pollution, and sedimentation.

Knowledge of International Society of Arboriculture standards for tree care.

Knowledge of the design and layout of plant materials and irrigation techniques.

Knowledge of environmental factors related to biology, geography, forestry, hydrology, etc.

Ability to establish and maintain good working relationships with other city employees, developers, and the public.

Ability to enforce regulations with fairness, firmness, and tact.

Ability to read and interpret construction plans for compliance with landscape and tree preservation ordinances.

Ability to prepare reports and letters and make mathematical calculations.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Working Conditions and Hazards

Works both indoors and outdoors.

Subject to all weather conditions and all types of terrain when working in field.

Requires walking and bending.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.