JOB DESCRIPTION

TITLE:	**Arborist Specialist**	**GRADE:**	**13**
INCUMBENT:		**PAY TYPE:**	**Non-Exempt**
REPORTS TO:	**Forestry Assistant Operations Manager**	**REVISED:**	**10/29/2026**

The position description presented below is intended to present a descriptive list of the range of duties performed by employees in this position. These specifications are not intended to reflect all the duties performed within the job.

OVERVIEW:

This position is an entry-level position in the Forestry Department at the Grand Forks Park District. Individuals in this position are expected to function as an apprentice to the Senior Arborist position. With the goal of mastering all the arboriculture tasks needed to become a fully functioning Arborist Specialist.

DUTIES/RESPONSIBILITIES/STANDARDS:

Critical Element #1

General expectations

- Follow the Mission Statement, Code of Conduct, values, cultural environment, and policies defined by the Grand Forks Park District.
- Conduct friendly, cooperative, and quality customer service and communication with other employees, other departments, user groups, and the public.
- Assist other departments to promote the overall mission of the Grand Forks Park District.
- Assist with special projects and tasks as assigned.
- Ensure a safe, secure, and legal work environment.

Critical Element #2

Assistant/Limited Supervisory

- May assist with the supervision and the training of full-time, part-time, and/or seasonal staff.
- Lead staff by direction and example to provide our parks, programs, facilities, and other services a positive and enjoyable experience for all employees and citizens of Grand Forks.
- Treat all staff with fairness, respect, and impartiality.

Critical Element #3

Learn through apprenticeship the arboricultural tasks needed to become a fully functioning Arborist Specialist within the Forestry Department.

- Learn the arboricultural tasks needed to perform tree pruning, removal, damage. prevention, and repair, in accordance with ISA and Department Standards.
- Learn to apply pesticides in accordance with US Department of Agriculture and Grand Forks Forestry Department standards.
- Learn to plant trees in a variety of sizes, and locations using transplanting methods endorsed by the Forestry Departments tree planting plan.
- Perform all support tasks that are needed to conduct the responsibilities of the Department, i.e., rigging, raking, driving, spraying, lifting, etc.
- Make reasonable progress towards acquiring the ability to perform all the duties and standards of the Arborist Specialist position.
- Utilize all equipment required to perform the Department's tasks in a safe, careful, and efficient manner.
- Perform routine maintenance and light repair to the equipment as needed or requested.

Critical Element #4

Perform routine maintenance of pruning, tree inspections, and tree removals of boulevard, park, and citywide sanitation and public safety program.

- Implement the correct ISA techniques, Tree Risk Rating Assessment guidelines, and department standards, such as minimal damage to trees, the equipment, and the grounds.
- Prune, inspect, and tree removal cleanup are conducted in accordance with Department standards including structural pruning of young trees.
- Respond to emergency calls, within one hour, during off work hours when scheduled for on-call availability.
- Inspects trees according to ISA's Tree Risk Rating Assessment guidelines.
- Use tree inventory software routinely and correctly.

Critical Element #5

Plant trees of varying sizes and locations using planting methods endorsed by the Forestry Department's tree planting program.

- Handle plant materials in a fashion to eliminate damage to limbs, trunks, or roots.
- Department planting and handling procedures are followed for all planting situations, such as planting in locations not to interfere with above or below ground utilities, tree planting sites are left neat with without damage.
- Assist with new tree species to plant, new neighborhood planning and installation, and locating replacement planting.
- Use tree inventory software routinely and correctly.

Critical Element #6

Apply pesticides to all plant material in accordance with Park District & USDA standards.

- Applies pesticides according to US Department of Agriculture and Park District standards while fulfilling all USDA safety standards.
- Adequately kills the target pest without unduly affecting non-target organisms.
- Carefully utilizes, maintains, and stores the application equipment according to the standards of the manufacturers and the Department.
- Follows all USDA safety standards including usage of protective safety gear, proper climatic conditions, and maintenance of required records.

Critical Element #7

Conduct other work tasks for the Park District upon special assignment.

- Perform duties such as light installation, and other job tasks that require light mechanical and carpentry skills.
- Is available on off hours for snow removal.
- Landscape maintenance and Community Gardens.

Critical Element #8

Acquire the certifications, licenses, and permits required by the Forestry Department.

- Acquire a valid Commercial Driver's License (CDL) Class B with airbrake endorsement within six months of employment.
- Acquire First Aid and CPR certification within one year of employment.
- Qualify as an Electrical Level 2 Arborist (750 V or less) under ANSI Z133-2026 within six months of employment.
- Acquire a State of North Dakota Department of Agriculture Pesticide Training Certificate within 2 years of employment.
- Acquire an Arborist Certification from the International Society of Arboriculture (ISA) within four years of employment.
- Acquire a Tree Risk Assessment Qualification (TRAQ) from the International Society of Arboriculture (ISA) within 5 years of employment.

KNOWLEDGE/SKILLS/ABILITIES:

- High school diploma or equivalent GED is required.
- A bachelor or associate degree in Urban Forestry or related field is preferred but not required.
- A minimum of two years of experience is preferred but not required.
- Experience in supervising personnel is preferred.
- Good written and oral communication skills.
- Ability to deal effectively and professionally with the public.
- Ability to use various computer applications.
- Must possess a valid driver's license.
- Achieve and maintain a valid State of North Dakota Department of Agriculture Pesticide Training Certificate.
- Achieve and maintain a Commercial Driver's License (CDL) Class A or Class B with airbrake endorsement.
- Achieve and maintain an Arborist Certification from the International Society of Arboriculture (ISA).
- Achieve and maintain a Tree Risk Assessment Qualification (TRAQ) from ISA.
- Achieve and maintain First Aid and CPR certification.
- Qualify and maintain as an Electrical Level 2 Arborist (750 V or less) under ANSI Z133-2026.
- Demonstrate the ability to work at heights of fifty feet and greater, and to climb trees using the techniques of the International Society of Arboriculture, and to lift and carry handheld loads common to the tree care industry.
- Must physically maintain a weight of 250 pounds or less, to insure safe operation of aerial lift equipment.

Location	Parks/Forestry Maintenance Shop and Outdoor locations
Hours	Hours: 7:00 a.m. – 4:30 p.m., Monday – Thursday; 7:00 a.m. - 11:00 a.m. Friday.

All positions at the Park District are required to commit to off-hour periods when the situation or workload demands it.

Functional Job Duties	***Rarely***	***Occasionally***	***Frequently***	***Continuously***
General Activity				
Drive				*x*
Sit		*x*		
Stand/Walk				*x*
Bend/Squat				*x*
Kneel/Crawl		*x*		
Push/Pull			*x*	
Climb		*x*		
Twist/Turn			*x*	
Work at heights			*x*	
Weight Lifted/Force Exerted				
Reach/Lift/Carry – up to 25 lbs.				*x*
Reach/Lift/Carry – up to 50 lbs.			*x*	
Reach/Lift/Carry – up to 100 lbs.		*x*		
Reach/Lift/Carry – more than 100 lbs.		*x*		
Working Environment				
Indoors				*x*
Outdoors				*x*
Loud Noise/Vibration				*x*
Fumes				*x*
Near Moving Mechanical Parts				*x*
Risk of Electrical Shock				*x*
Toxic/Caustic Chemicals/Radiation				*x*
Extreme cold/heat (non-weather)				*x*
Repetitive Motion – motor function				
Dominant Hand				*x*
Non-Dominant Hand				*x*
Right Foot/Left Foot				*x*
Mental Demands				
Attention Span/Concentration				*x*
Memory/Problem Solving/Conceptualization				*x*
Patience/Influence People/Relate to Others				*x*

Reasonable accommodation may be made for individuals with disabilities to perform essential functions of this position.