JOB DESCRIPTION

TITLE:	**Senior Arborist**	**GRADE:**	**16**
INCUMBENT:		**PAY TYPE:**	**Non-Exempt**
REPORTS TO:	**Forestry Operations Manager**	**RIVISED:**	**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:

The position represents a fully trained Arborist Specialist that has a minimum of four years of experience in the field of arboriculture and has demonstrated the ability to perform all arboricultural practices in the Forestry Department at a high level. This position is tasked with training, supervising, and directing Arborist Specialists within the department on jobsites. A Senior Arborist may also have extra responsibilities beyond that of an Arborist Specialist as directed by the Forestry Operations Manager.

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

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 tree, the equipment, and the grounds.
- Prune, inspect, and tree removals and 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 an on-call availability.
- Use tree inventory software routinely and correctly.

Critical Element #4

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 plant 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 #5

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 #6

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 #7

Specialized skill, responsibility, and coordination with the Forestry Operations Manager.

- Train Arborist Specialists on jobsites in accordance with arboriculture standards within the department.
- Supervise and direct Arborist Specialists on jobsites.
- Responsible for maintaining a safe jobsite environment.
- Responsible for inspection of equipment to ensure safe operation.
- Coordinate and project lead on special projects as directed by the Forestry Operations Manager & the Forestry Assistant Operations Manager.
- Assistant the Forestry Operations Manager in the operation of the department as directed.

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 four years of experience in the arboriculture field is 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.
- Possess and maintain a valid State of North Dakota Department of Agriculture Pesticide Training Certificate.
- Possess and maintain a Commercial Driver's License (CDL) Class A or Class B with airbrake endorsement.
- Possess and maintain an Arborist Certification from the International Society of Arboriculture (ISA).
- Possess and maintain a Tree Risk Assessment Qualification (TRAQ) from ISA.
- Possess 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.

PHYSICAL/MENTAL DEMANDS & WORK ENVIRONMENT:					
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.					