

## JOB DESCRIPTION

<b>TITLE:</b>	<b>Arborist I</b>		
<b>INCUMBENT:</b>	<b>OPEN</b>	<b>REVISED:</b>	<b>10/12/2022</b>
<b>REPORTS TO:</b>	<b>Forestry Operations Manager</b>	<b>PAY TYPE:</b>	<b>Non-Exempt</b>

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.

<b>OVERVIEW:</b>
This position is the entry-level position into the Forestry Department at the Grand Forks Park District. Individuals in this position are expected to function as an understudy to the Arborist II until they reach the ability to qualify for the Arborist II position.
<b>DUTIES/RESPONSIBILITIES/STANDARDS:</b>
<b>Critical Element #1</b>
General expectations
<ul style="list-style-type: none"> <li>• Follow the Mission Statement, Code of Conduct, values, cultural environment, and policies defined by the Grand Forks Park District.</li> <li>• Conduct friendly, cooperative, and quality customer service and communication with other employees, other departments, user groups, and the public.</li> <li>• Assist other departments to promote the overall mission of the Grand Forks Park District.</li> <li>• Assist with special projects and tasks as assigned.</li> <li>• Ensure a safe, secure, and legal work environment.</li> </ul>
<b>Critical Element #2</b>
Supervisory
<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
<b>Critical Element #3</b>
Learn through apprenticeship the arboricultural tasks needed to qualify for the Arborist II position within the Forestry Department.
<ul style="list-style-type: none"> <li>• Learn the arboricultural tasks needed to perform tree pruning, removal, damage prevention and repair in accordance with ISA and Department Standards.</li> <li>• Learn to apply pesticides in accordance with US Department of Agriculture and Grand Forks Forestry Department standards.</li> <li>• Learn to plant trees in a variety of sizes, and locations using transplanting methods endorsed by the Forestry Departments tree planting plan.</li> <li>• Perform all support tasks that are needed to conduct the responsibilities of the Department, i.e., raking, driving, spraying, lifting, etc.</li> <li>• Make reasonable progress towards acquiring the ability to perform all the duties and standards of the Arborist II position.</li> <li>• Utilize all equipment required to perform the Department's tasks in a safe, careful, and efficient manner.</li> <li>• Perform routine maintenance and light repair to the equipment as needed or requested.</li> <li>• Is available for off hours call backs</li> </ul>

**Critical Element #4**

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

- Acquire a valid State of North Dakota Commercial Driver's License (Minimum of Class B) within six months of hire.
- Acquire an Arborist Certification from the International Society of Arboriculture within five years of employment.
- Acquire a State of North Dakota Department of Agriculture Pesticide Training Certificate within one year of hire.

<b>KNOWLEDGE/SKILLS/ABILITIES:</b>				
<b>PHYSICAL/MENTAL DEMANDS &amp; WORK ENVIRONMENT:</b>				
<b>Location</b>	Parks/Forestry Maintenance Shop and Outdoor locations			
<b>Hours</b>	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.				
<b>Functional Job Duties</b>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Continuously</i>
<b>General Activity</b>				
<i>Drive</i>				X
<i>Sit</i>		X		
<i>Stand/Walk</i>				X
<i>Bend/Squat</i>				X
<i>Kneel/Crawl</i>		X		
<i>Push/Pull</i>			X	
<i>Climb</i>		X		
<i>Twist/Turn</i>			X	
<i>Work at heights</i>			X	
<b>Weight Lifted/Force Exerted</b>				
<i>Reach/Lift/Carry – up to 25 lbs.</i>				X
<i>Reach/Lift/Carry – up to 50 lbs.</i>			X	
<i>Reach/Lift/Carry – up to 100 lbs.</i>		X		
<i>Reach/Lift/Carry – more than 100 lbs.</i>		X		
<b>Working Environment</b>				
<i>Indoors</i>				X
<i>Outdoors</i>				X
<i>Loud Noise/Vibration</i>				X
<i>Fumes</i>				X
<i>Near Moving Mechanical Parts</i>				X
<i>Risk of Electrical Shock</i>				X
<i>Toxic/Caustic Chemicals/Radiation</i>				X
<i>Extreme cold/heat (non-weather)</i>				X
<b>Repetitive Motion – motor function</b>				
<i>Dominant Hand</i>				X
<i>Non-Dominant Hand</i>				X
<i>Right Foot/Left Foot</i>				X
<b>Mental Demands</b>				
<i>Attention Span/Concentration</i>				X
<i>Memory/Problem Solving/Conceptualization</i>				X
<i>Patience/Influence People/Relate to Others</i>				X
Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.				