

Summary of Duties : Directs or assists in directing the activities of the Street Tree Division, including the maintenance and removal of trees along City streets and the improvement and maintenance of landscaped traffic median islands, and parkways; and does related work.

Distinguishing Features : A Street Tree Superintendent determines or assists in determining the policies and general methods and procedures for Street Tree Division operations in accordance with Bureau and Department policies and instructions.

Major responsibilities include planning and directing all Division operations, formulating methods to improve efficiency and reduce costs, and informing the public about the street tree program. Assignments are made in the form of directives, policy statements or oral instructions from the Director or Assistant Director Bureau of Street Maintenance and the work is evaluated in terms of results obtained. Employees of this class have considerable public relations responsibility.

Some of the positions assist in directing the Street Tree Division by handling the normal administrative detail pertaining to the Division's planting program and maintaining street trees and landscaping traffic median islands. Employees of this class manage personnel and equipment use to accomplish the work in the most efficient manner, and participate in formulating Division policy and making major decisions by interpreting information and making recommendations.

Examples of Duties : Directs or assists in directing the work of the Street Tree Division, assigns responsibilities, sets general procedures and policies, devises cost control methods, and establishes practices and work standards; reviews reports and records of operations and spot checks field work; supervises the preparation of budget estimates, costs and progress reports, and master tree plans throughout the City; assists in the planning of landscaped traffic median islands and parkways, specifications for palm trimming contracts, annual street tree maintenance program for the entire City, and special Board reports; approves purchase requisitions and work schedules;

Assigns work and makes field trips to inspect the planting and maintenance of street trees and landscaped areas under the Division's jurisdiction; instructs and confers with subordinates on regulations, methods, procedures, problems, safety, and special projects; advises inspectors in the enforcement of street tree laws and ordinances; supervises an office force engaged in keeping Division records and master tree plans for the City; interviews candidates for employment, reassigns employees and equipment between sections, and reviews or recommends disciplinary actions;

Coordinates the establishment of assessment districts for landscaped traffic median islands and parkways; investigates equipment for adaptability to street tree work; assists in the preparation of purchase specifications for equipment and tools; studies problems in street tree operations and makes reports and recommendations to supervisors; consults with property owners, utility companies, contractors, civic and other organizations, and other departments on problems pertaining to the street tree program;

Directs the selection of varieties of trees for new plantings; reviews street improvement plans to determine their effect on parkways and trees; recommends new ordinances governing street trees;

Represents the Division before the Board of Public Works, City Council and various Council Committees and meets regularly with other Division heads, Public Works Commissioners, elected officials, citizen groups and individual homeowners to discuss the City's street tree program and policies or to resolve specific problems; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of management and supervisory principles and practices involved in directing the activities of the Street Tree Division, including personnel administration, financial administration, affirmative action, and labor relations; a good knowledge of City Charter provisions, laws, ordinances and policies governing the planting, maintenance, treatment and removal of trees in the City, and the formulation of tree planting districts; a good knowledge of planting and soil requirements, infestations and treatment techniques and maintenance and removal methods for trees; a good knowledge of safety principles and practices; a working knowledge of common and botanical names of trees found in Southern California; a working knowledge of landscape architecture as related to the improvement and maintenance of landscaped traffic islands and parkways; the ability to: apply management and supervisory principles and practices in directing the activities of the Street Tree Division; deal tactfully and effectively with employees, employee organizations, officials, civic organizations and the public; and review and prepare clear and concise reports.

Two years of experience as a Tree Surgeon Supervisor or in a class at least at that level supervising employees engaged in the maintenance and removal of trees is required.

A valid California's driver's licensed is required.

Appointment to this class is subject to a one-year probationary period under the provisions of Charter Section 109.

Physical Requirements : Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with handicaps may be capable to performing the duties of some of the positions in this class. Such determination must be made by the medical examiner on an individual basis.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.