

## **Tree Surgeon Supervisor (3117)**

### **Task List**

#### **Safety**

1. Evaluates trees and vegetation to be pruned or removed for periodic trim cycles by evaluating utility and/or infrastructure clearances by inspecting tree location and proximity to infrastructure, including energized power lines, in order to determine the safest and proper procedure for completing the tree work.
2. Supervises the work of a tree crew engaged in the more complicated, or critical tree pruning, removal, or maintenance activities in order to ensure conformance to proper procedures and safety practices including Cal/OSHA rules and regulations.
3. Conducts safety meetings and training programs for subordinates in order to ensure adequacy of public and employee safety, develop safe work practices, and prevent damage or accidents to public and private property.

#### **Inspection and Maintenance**

4. Inspects trees and vegetation in City parkways or on public or private property in order to estimate the time and preplan the procedure to be followed by a tree crew to ensure that the work is completed in a timely, cost effective, and safe manner.
5. Responds to requests from the public or private entities for tree maintenance care by evaluating trees and vegetation and issuing permits when appropriate for maintenance, such as tree trimming, tree and stump removal and tree planting.
6. Collects data about trees, such as soil/water requirements, growth patterns, durability, resistance to disease, in order to assist other personnel in determining the type and placement of trees and shrubs to be planted on a particular site.
7. Analyzes bird migration seasons and inspects trees for birds in order to plan tree maintenance work in compliance with local, Federal and State wildlife laws and ensure that specific bird species are not harmed or destroyed.

#### **Supervision**

8. Observes the field activities of subordinates in order to ensure conformance to work standards, safety practices, projected time schedules, cost estimates, suggest modifications, and to evaluate the work performance of subordinate personnel.

9. Reviews the written work reports of subordinates in order to evaluate and make recommendations concerning costs, productivity, work procedures, and to ensure compliance with safety practices and work procedures.
10. Counsels and/or disciplines subordinates, orally and/or in writing, on work related issues such as work performance, productivity, attendance, tardiness, insubordination, safe work practices and procedures, the proper use of tools and equipment in order to improve/correct the actions of subordinates and to provide a written record of the actions taken by the Tree Surgeon Supervisor.

### **Communication**

11. Assigns, orally or in writing, the work of Tree Surgeons and Tree Surgeon Assistants and then supervises a tree crew that performs routine, non-hazardous tree work in order to ensure the timely completion of tree pruning, removal, and maintenance activities.
12. Makes written entries daily in logs, work reports, record books, and other electronic devices in order to maintain pertinent data such as attendance, work progress and completion, costs, inventory of tools and equipment, accident and damage reports.
13. Communicates orally with Tree Inspectors, District Superintendents, or other management personnel in order to coordinate the work activities of an area or department, implement departmental policies and procedures, or provide other pertinent data to management.
14. Makes oral and written reports to the City Attorney's Office regarding legal actions/lawsuits against the City or makes court appearances as a result of property damage or personal injuries which may have occurred as a result of tree work activities in order to assist in the resolution of such legal actions/lawsuits.
15. Writes memo or reports to Tree Inspectors, District Superintendents, or other management personnel in order to implement departmental policies and procedures, assist in writing equipment specifications, maintain tree inventories, assist in the preparation of the department budget, or provide other pertinent data to management.

### **Customer Service**

16. Contacts property owners, by telephone, in person, or in writing, in order to answer inquiries, investigate complaints, and inform them of City ordinances and regulations pertaining to tree pruning, removal, and maintenance activities and/or create a written record of notification.

17. Contacts property owners, by telephone, in person, or in writing, in order to schedule or make necessary arrangements such as entry to private property, confinement of pets, or notification of tenants and owners, in order to ensure the smooth implementation of tree work to be performed and/or create a written record of notification.
18. Contacts other public agencies or private utility companies, by telephone, in person, or in writing, to coordinate and make arrangements for the work activities of tree crews in order to secure the necessary work clearances.

**Other Related Duties**

19. Utilizes computers and computer software to assist in implementing field operations, departmental policies and procedures, assist in written reports, maintain tree inventories, preparing budgets, resolving tree-related legal actions/lawsuits, and any other functions requiring written documentation.