

## Job Detail

Town Forestry Officer

Location: Greenburgh, NY

Salary: Hourly/Commensurate with experience

**DISTINGUISHING FEATURES OF THE CLASS:** Under direct supervision of the Commissioner of Community Development and Conservation, and in accordance with Chapter 260 of the Town Code for the Town of Greenburgh entitled “Trees, Community Management,” the incumbent of this position acts as Forestry Officer for the Town. The Forestry Officer is responsible for enforcing and administering the provisions of the Town’s tree preservation and removal policies, including issuance and denial of permits, and prepares reports and develops recommendations that address the probable impact of proposed policies, plans and projects related to the local tree law, land use, and the physical development within the town properties. Supervision is not a function of this class, although incumbent does function in an advisory capacity to others. Does related work as required.

## EXAMPLES OF WORK: (Illustrative Only)

- Administers and enforces the provisions of the local law regarding tree preservation and removal for the Town of Greenburgh;
- Receives and reviews applications for removal of trees from public or private properties; pays special attention to trees within a floodplain, wetlands, excessively steep slopes, designated buffer area or conservation area;
- Performs tree inspections related to permit applications prior to cutting and removal;
- Determines if any tree(s) would be hazardous to life or property, or if the wildlife habitats are endangered;
- Determines full compliance, as well as restoration, of tree planting, preservation, and tree dressing of properties;
- Grants and issues permits, or grants with conditions, or denies in writing, applications for permits for tree removal according to local regulations under Town Code;
- Conducts field inspections of permit work and projects in progress;
- Investigates complaints and issues stop work orders, or revokes permits, if work is not proceeding in accordance with permit regulations;
- Follows up on violations to assure correction by responsible parties;
- Provides testimony and documentation to local court when violators are being prosecuted;
- Maintains accurate records of all applications and decisions made under relevant Town Code pertaining to tree preservation and removal;
- Explains local law requirements to Town residents, property owners, tree care companies and the general public;
- Serves as advisor to, and confers with, the Town Board, Planning Board, Zoning Board of Appeals, Historic and Landmarks Preservation Board and Conservation Advisory Council on matters pertaining to tree management, preservation and removal in the Town and the enforcement of decisions made pursuant to Town Code regarding Trees, Community Management;

- Maintains statistics on the number of trees that are removed and replaced within the unincorporated Town of Greenburgh each calendar year, and reports these statistics to members of the Town Board, Planning Board, Zoning Board of Appeals and Conservation Advisory Council;
- Uses computer applications or other automated systems such as GIS, spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:** Thorough knowledge of the principles and practices of tree preservation, tree maintenance and arboriculture, good knowledge of municipal tree preservation codes and regulations; ability to identify tree species, insects and diseases of trees; ability to assess the health and structural stability of trees; ability to effectively use computer applications such as i-Tree, GIS, spreadsheets, word processing, e-mail, calendar and database software; ability to organize and conduct field investigations; ability to interpret visual data from maps and charts; ability to prepare sketches, maps and charts from field inspections; ability to work well with others and communicate technical concepts and ideas to non-technical personnel and the public; ability to communicate effectively, both orally and in writing; resourcefulness; tact; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:** Either: (a) Bachelor's Degree\* in Forestry, Horticulture, Natural Resource Management, Conservation Science or a closely related field and one (1) year of experience in the field of arboriculture; or (b) Associate's Degree\* in Forestry, Horticulture, Natural Resource Management, Conservation Science or a closely related field and two (2) years of experience in the field of arboriculture.

**SUBSTITUTION:** A Master's Degree\* in Forestry, Horticulture, Natural Resource Management, Conservation Science or a closely related field may be substituted for one (1) year of the above experience in the field of arboriculture.

**\*SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

#### **SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:**

1. Possession of a current and valid ISA (International Society of Arboriculture) Certified Arborist license at time of appointment. The appointing authority is responsible for ensuring that these conditions are met throughout the course of employment.
2. Possession of a valid license to operate a motor vehicle in the State of New York at time of appointment. The appointing authority is responsible for ensuring that the candidate possesses a valid and current driver's license that meets the requirements prescribed by the New York State Department of Motor Vehicles throughout the course of employment.

**PLEASE NOTE THIS POSITION WILL BEGIN AS A PART-TIME POSITION, WITH AN EXPECTED SCHEDULE OF 17.5 HOURS PER WEEK.**