

CITY OF ARCADIA

CITY ARBORIST

DEFINITION

Under the direct supervision of the Administration/Deputy Public Works Services Director, the City Arborist plans, develops, coordinates, and directs the City's tree, park-strip, and landscape maintenance programs and contracts. The City Arborist provides technical expertise and training related to tree maintenance, preservation, and urban forestry activities, including median landscaping, weed abatement, insect and disease control, and landscape assessment district programs. Responsibilities include, but are not limited to, overseeing and coordinating the work of contractors and City staff related to tree-maintenance activities; investigating and resolving tree and landscape-related issues in the City while enforcing and ensuring compliance with City policies, ordinances, and standards; coordinating tree-trimming activities with City departments and divisions; and inspecting and monitoring projects involving protected trees on development sites. The City Arborist must have technical knowledge and training related to tree-maintenance.

SUPERVISION EXERCISED

Exercises direct supervision over contractors and provides technical direction, training, and oversight to City staff and maintenance crews engaged in tree maintenance, preservation, and related landscape activities.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Develop, coordinate, and manage the City's tree maintenance, preservation, and urban forestry programs and projects.

Develop annual work plans, performance measures, and levels of service related to tree care and landscape maintenance.

Assign, instruct, supervise, review, and approve the work of contracted tree maintenance providers and City staff engaged in tree maintenance, landscape maintenance, weed abatement, and pest control activities.

Review service requests and respond to inquiries, complaints, and concerns related to trees, park-strip landscaping, and City-maintained landscape areas.

Serve as technical and resource support for City staff, contractors, residents, and developers regarding tree maintenance, preservation, tree-related view issues, tree trimming, tree removal, and applicable City standards and ordinances.

Collaborate on the development and implementation of tree pest and disease prevention, monitoring, and management programs.

Review plans, specifications and work sites for landscape rehabilitation projects and development activities involving protected trees.

Develop, maintain, and analyze tree inventory records, planting-related performance measures, maintenance schedules, and related databases.

Use computerized maintenance management systems, such as Tyler Enterprise Asset Management or similar, to support tree management and maintenance activities.

Coordinate tree trimming, planting, maintenance, and preservation activities with contractors, City departments, utility providers, and outside agencies.

Track and analyze data; prepare technical reports, correspondence, and recommendations; and present findings to City management, commissions, and/or City Council as needed.

Assist in the preparation and administration of annual operating budgets related to tree maintenance, landscaping, and associated contracts.

Inspect City trees, medians, park-strips, and development sites to evaluate tree health, safety, maintenance needs, code compliance, and protected tree conditions.

Attend evening or weekend meetings as required.

Conduct field visits and inspections.

Receive calls for emergency services and be available to respond during non-scheduled work hours, including evenings, holidays and weekends

Investigate landscape and tree-related issues and enforce compliance with applicable City policies, ordinances, permits, and standards in a professional and diplomatic manner.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, methods, techniques, materials, and equipment used in arboriculture, urban forestry, tree maintenance, preservation, planting, and pest management.

Tree species identification; tree health assessment; insect, disease, and weed control methods commonly found in Southern California landscapes.

Applicable federal, state, and local laws, regulations, ordinances, and standards related to tree maintenance, protected trees, landscape maintenance, pesticide application, and public safety.

Methods and practices related to median landscaping, park-strip maintenance, weed abatement, irrigation, and landscape assessment district programs.

Contract administration, inspection procedures, and performance monitoring related to tree maintenance and landscape service contracts.

Principles of supervision, training, and work coordination.

Budgeting, project planning, scheduling, recordkeeping, and report preparation.

Computer applications including Microsoft Office Suite, computerized maintenance management systems, and related technologies.

Skill to:

Communicate clearly and concisely, both orally and in writing.

Apply tree maintenance policies and standards.

Adaptability/Dealing with Ambiguity.

Presentation Skills.

Decision Making.

Prioritize work and meet deadlines.

Work independently with minimal supervision.

Ability to:

Establish, maintain, and foster effective, positive, and harmonious working relationships with those contacted in the course of work, such as contractors, consultants, community groups, the public, co-workers, subordinates, supervisors, etc.

Foster a teamwork environment.

Manage multiple tree maintenance, preservation, and landscape projects concurrently from initiation through completion.

Coordinate and prioritize field operations, inspections, and maintenance activities to ensure timely completion of tree and landscape work.

Maintain records and prepare reports.

Supervise, train, and evaluate staff.

Provide clear direction to contractors and staff to ensure work is completed in accordance with City standards, specifications, and safety requirements.

Minimum Qualifications:

Any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in past and current employment history. A typical example includes:

Experience/Training:

Three (3) years minimum professional experience managing tree and insect disease control and tree planting, preservation, and maintenance activities. Landscape maintenance knowledge is desired.

Education:

Associate's degree in business, business administration, horticulture, urban forestry, or a closely related field.

Bachelor's degree in the above fields is highly desirable.

License or Certificate:

Possession of a valid Arborist Certification from the International Society of Arboriculture (ISA) is required at the time of appointment and must be maintained throughout the course of employment.

Due to the performance of field duties that will require the operation of a City vehicle, a valid California Class C Driver's license and an acceptable driving record are required.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: July 2026