



Employee Job Description

Job Title	City Arborist
Department	Public Works Department, Forestry Division
Grade Level	--
FLSA Status	Non-Exempt
Union Status	Public Works Union
Employment Status	Full Time Permanent
Last Updated	June 17, 2025

GENERAL PURPOSE:

Performs a variety of semi-skilled, skilled, work leader, administrative, and technical work in the planning, operation, and maintenance programs to maintain the City's trees.

SUPERVISION RECEIVED:

Works under the direct supervision of the Public Works Foreperson and Deputy Director.

SUPERVISION EXERCISED:

Work leader responsibilities as needed and assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operates a variety of hand and power tools, specialized forestry equipment, other heavy equipment, and vehicles to plant, maintain, or remove the City's public trees.
- Responsible for road clearance trimming. Responds to emergency and storm damage calls.
- Inspects and maintains forestry equipment. Purchases equipment, parts, and supplies used for division activities. Assists in the preparation of bid specifications for vehicles and mechanical equipment.
- Oversees tree planting and tree maintenance of all public grounds. Helps maintain flower beds around the city.
- Oversees forestry activities that are performed by department staff or outside vendors. Reviews and comments on landscaping designs and site development plans submitted by private developers.
- Assists in the preparation and administration of forestry budgets in conformance with adopted policies and procedures. Maintains records and prepares reports as necessary or assigned.
- Assure compliance with federal and state laws, as well as local ordinances and regulations.
- Serves as public relations contact for tree planting, tree removal, and related complaints. Works collaboratively with City departmental divisions, school department and outside organizations. Promotes good internal and external public relations through excellent customer service and communication to ensure high level of morale and productivity.

- Performs other duties as required and/or assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma, GED, or equivalent, and
- Certification or specialized training in forestry, arboriculture, or a closely related field, and
- Two (2) years of experience relating to the management of municipal urban parks, open spaces and tree maintenance programs; or
- An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of the modern principles and practices of horticulture and urban forestry arboriculture.
- Considerable knowledge of safety regulations and precautions for worksites, tree work, and responding to emergencies.
- Working knowledge of computer programs including Microsoft Office and GIS mapping.
- Skill in safe operation of heavy equipment and tools used for tree maintenance including but not limited to chippers, saws, chainsaws, and lifts.
- Skill in diagnosing and addressing issues related to tree health and pest management.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, colleagues, and the general public.
- Ability to communicate clearly and effectively verbally and in writing.
- Ability to adapt to seasonal and emergency demands of parks and open space maintenance.
- Valid State Driver's license. Must possess and maintain a good driving record and ability to get other driving licenses as required.
- Ability to get Maine Landscape Arborist License and other certifications as required.

PHYSICAL REQUIREMENTS

The duties of this job are frequently outdoors, in all weather and temperatures. Other responsibilities are on the computer, sitting or standing at a desk. Some responsibilities require sustained physical exertion and long periods of time standing while operating vehicles or other equipment. Work may be done at ground level or at heights up to 100 feet. While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb and balance; stoop, kneel, crouch, or crawl. The employee is frequently required to hear, smell, walk, sit, talk and listen. The employee must hold weight or position for a sustained period, frequently lift and/or move up to 50 pounds, and occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement and is subject to change.
The City of Bath is an Equal Opportunity Employer