

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 4/22/16

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ANNOUNCEMENT NO. 34

FIELD OPERATIONS FORESTER

(NON-COMP)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a **NON COMPETITIVE** examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is \$32,445.00 to \$66,858.11 per Year.

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON, FRIDAY, APRIL 29, 2016 UNTIL 4:30 P.M. ON THURSDAY, JULY 21, 2016**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, JULY 21, 2016

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in Resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

NOTE: THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY ONE YEAR FROM THE DATE OF ITS APPROVAL BY THE CIVIL SERVICE COMMISSION.

DUTIES OF THE POSITION

Under administrative direction, supervises the operations of the urban forestry section. Daily coordinates the Systematic Street Tree Maintenance schedule to optimize crew efficiency and productivity. Prepares and reviews work reports to assess employee attendance and performance. Schedules routine maintenance and emergency repair work on divisional vehicles and equipment. Enforces City standards for tree pruning, removal, planting, and replacement as well as all operations and safety policies and safe work practices. Assesses work to be done by contractors. Supervises employees involved in professional forestry activities. Examines other agency and permit applications to assess impact on trees and landscapes and/or issues tree planting permits. Consults with engineers, developers, and contractors on a regular basis throughout projects. Schedules and conducts field surveys and inspections. Assesses the conditions of trees for health, structure, insects, and diseases. Responds to citizen inquiries and maintains working relationships with community groups and officials within and outside of the City. Receives requests for emergency and unscheduled work and coordinates completion of required work orders. Manages street tree planting contracts. Surveys sites for planting potential and makes decisions regarding species selection and site design. Inspects and tags trees at local nurseries. Conducts post-planting field inspections. Manages tree database and tracks, monitors, and produces reports on productivity and accomplishments. Researches and recommends operational and equipment improvements to the appropriate City authority. Serves 24 hour on-call during storms and emergencies. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. A Bachelor's Degree in Urban Forestry or related field from a four-year accredited college or university is required. One year of full time paid experience in forestry or arboricultural work is required. (Substitution: One year of full time forestry or arboricultural experience may substitute for each year of college education lacking.) Three years of supervisory experience is also required. Must be certified as an International Society of Arboriculture (ISA) Arborist. Must possess a valid State of Ohio Driver's License, an Ohio Commercial Driver's License is preferred. Must have strong proficiency in tree identification and must be able to operate a chainsaw. The following are also preferred: ISA TRAQ, ISA Municipal Specialist, or ISA Certified Tree Worker or the ability to obtain a certification within one year of employment; Proficiency in Microsoft Office. Excellent communication and interpersonal skills; Experience working with the public; The ability to work independently.

NOTE: Minimum qualifications must be met as of the last day of the filing period unless otherwise stated.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT CHECKLIST: READ CAREFULLY

**MINIMUM QUALIFICATIONS FOR
FIELD OPERATIONS FORESTER**

BEFORE SUBMITTING YOUR COMPLETED APPLICATION, PLEASE REVIEW THE FOLLOWING CHECKLIST

<u>APPLICATIONS MUST BE RETURNED IN PERSON BY THE APPLICANT!!!</u>	
ITEMS NECESSARY TO PROPERLY COMPLETE THE APPLICATION PACKET:	
COMPLETED APPLICATION FORM (DO NOT STATE "SEE ATTACHED RESUME"). IT IS YOUR RESPONSIBILITY TO PROVIDE COPIES OF ENCLOSURES AND ATTACHMENTS. YOUR APPLICATION PACKET MUST CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED EACH OF THE MINIMUM QUALIFICATIONS STATED IN THE BULLETIN, OR YOUR APPLICATION WILL BE REJECTED.	REQ'D
SIGN AND DATE THE COMPLETED APPLICATION (It does NOT have to be notarized).	REQ'D
COPY OF HIGH SCHOOL DIPLOMA OR GED CERTIFICATE (If you have an Associate's or a Bachelor's Degree no copy of H.S. Diploma/ GED is necessary, but you must submit copy of that Degree).	REQ'D
A COPY OF BACHELOR'S DEGREE IN URBAN FORESTRY OR RELATED FIELD	REQ'D
ONE YEAR OF FULL TIME PAID EXPERIENCE IN FORESTRY OR ARBORICULTURAL WORK (SUBSTITUTION: ONE YEAR OF FULL TIME FORESTRY OR ARBORICULTURAL EXPERIENCE MAY SUBSTITUTE FOR ONE YEAR OF COLLEGE EDUCATION LACKING)	REQ'D
PROOF OF ALL COLLEGE DEGREES LISTED IN THE APPLICATION (copies of diploma and/or official transcripts).	REQ'D
CURRENT RESUME OR OTHER INFORMATION INDICATING THE REQUIRED EXPERIENCE AND TRAINING: <ul style="list-style-type: none"> • Must have a strong proficiency in tree identification. • Must be able to operate a chainsaw. 	REQ'D
COPY OF VALID STATE OF OHIO DRIVER'S LICENSE.	REQ'D
ISA TRAQ, ISA MUNICIPAL SPECIALIST, OR ISA CERTIFIED TREE WORKER CERTIFICATIONS PREFERRED OR THE ABILITY TO OBTAIN CERTIFICATION WITHIN ONE YEAR OF EMPLOYMENT.	PREF
PROFICIENCY IN MICROSOFT OFFICE.	PREF
THE THREE (3) CARDS IN THE APPLICATION MUST BE COMPLETED (This includes the job classification on the top line of each card as well as your name and address. Leave ID number blank ; we will assign this to you.)	REQ'D
Any other information or materials that demonstrate your qualifications and experience for this position. IT IS ESSENTIAL THAT YOU DESCRIBE YOUR EDUCATION AND EXPERIENCE AS COMPLETELY AS POSSIBLE. AMBIGUITY OR VAGUENESS WILL NOT BE DECIDED IN AN APPLICANT'S FAVOR. YOUR APPLICATION PACKET SHOULD CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED EACH OF THE MINIMUM QUALIFICATIONS. A cover letter is welcomed but not required.	

PLEASE NOTE: DURING THE LIFE OF THE ELIGIBILITY LIST, YOU MUST NOTIFY CIVIL SERVICE OF ANY CHANGE OF ADDRESS. FAILURE TO DO SO COULD RESULT IN YOUR REMOVAL FROM THE LIST.

THE ABOVE INFORMATION MUST BE INCLUDED IN YOUR APPLICATION PACKAGE **AT THE TIME OF FILING**. IF THESE ITEMS ARE NOT INCLUDED, YOUR APPLICATION MAY NOT BE ACCEPTED OR APPROVED.

ANYONE WHO WISHES TO REQUEST AN ACCOMMODATION MUST DO SO **AT THE TIME OF FILING**. THE COMMISSION WILL CONTACT THE INDIVIDUAL CONCERNING SUCH ACCOMMODATION PRIOR TO THE EXAMINATION. THE COMMISSION MAY REFUSE TO PROVIDE SUCH ACCOMMODATION IF IT IS NOT REASONABLE OR WOULD CONSTITUTE AN UNDUE HARDSHIP. CURRENT (WITHIN ONE YEAR) DOCUMENTATION SUPPORTING THE NEED FOR THE REQUESTED ACCOMMODATION IS REQUIRED. SUCH DOCUMENTATION SHOULD BE SUBMITTED AT THE TIME OF FILING.