

OPEN SPACE COORDINATOR/URBAN FORESTER

GENERAL DESCRIPTION: Performs professional work overseeing the planning, designing, planting, maintenance, and improvement of trees and landscaping on public grounds, and is responsible for supervising all landscaping and beautification activities undertaken by the Town. Performs intermediate professional work in developing, administering, and supervising the urban forestry program and landscaping activities involving public education and awareness, and tree planting and maintenance activities. Supervises and manages the proper care and maintenance of all Jonesborough Parks and Recreation facilities, parks, and open space areas. Works under the direct supervision of the Parks and Recreation Director.

ESSENTIAL FUNCTIONS OF THE JOB:

- Supervises staff for the planning, installing, cultivating, and maintenance of trees and landscape materials along Town streetscapes and thoroughfares, Town property, open spaces, and parks.
- Plans, designs, and supervises the landscaping, planting, transplanting, fertilizing, trimming, spraying, watering, pest/disease control, and general care of trees and planted spaces on Town-owned and maintained properties.
- Conducts general lawn care duties such as groundskeeping and lawn maintenance including mulching, weeding, fertilizing, edging, and pruning.
- Develops and maintains Tree Management Plan.
- Develops daily priorities for work tasks, scheduling of manpower needs, and operating procedures and works with staff and volunteers to see that these tasks and procedures are carried out in an effective manner.
- Consults with and provides professional advice to citizens, local organizations, and Town staff in matters relating to horticulture, landscaping, and urban forestry programs and activities.
- Supervises and manages staff on proper plant and tree care related to parks and other facilities.
- Assists on plan review and enforcement of Tree Ordinance and Landscape Ordinance requirements as staff support to the Tree and Townscape Board and the Planning Commission.
- Works with Recreation staff to carry out any task assigned through Parks and Recreation activities.
- Supervises the Town's seasonal mowing contractors ensuring proper adherence to all aspects of the mowing contract.
- Supervises and oversees the preparation, care, and maintenance of all trails and

greenways.

- Coordinates with outside agencies, as needed, for technical support, such as the University of Tennessee Extension Office, or other private professionals.
- Supervises and manages the preparation and maintenance of all athletic fields including dragging, mowing, turf management, placement of bases, soccer goals, and athletic markings that are the dictated requirements of the various leagues that utilize the facilities.
- Serves as staff to the Tree and Townscape Board
- Attends Parks and Recreation Advisory Board meetings as directed by the Parks and Recreation Director.
- Assists as requested with special events sponsored by the Town.
- Prepares and maintains records and files of related activities.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of tree planting and maintenance operations, such as planting, pruning, spraying, and removal of trees; thorough knowledge of landscaping construction and maintenance, thorough knowledge of equipment and tools utilized in landscaping activities; knowledge of Town policies, codes, and ordinances regarding landscaping, storm water, and trees; comprehensive knowledge of forestry, landscaping, and horticulture as applied to public operations and facilities; thorough of the hazards of tree maintenance work and of appropriate safety precautions; thorough knowledge of species of trees and shrubs grown in the area, especially those species that are native; ability to plan and supervise the work of others; ability to keep records and reports, including a tree inventory, ability to work from complex oral and written directions; thorough knowledge of and ability to operate a variety of equipment including, but not limited to riding and hand mowers, weed trimmers, leaf blowers, chain saws and hand tools; ability to work efficiently on a computer.

ACCEPTABLE EXPERIENCE AND TRAINING: Must possess a high school diploma or GED, graduation from an accredited college or university with a four-year degree in forestry, horticulture, or related field preferred, or any equivalent combination of experience, education, and training which provides the required knowledge, skills, and abilities. Must possess a valid Tennessee operator's license.

OTHER REQUISITES: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays, and

may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstance are intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Task involves frequent walking, standing; frequent lifting and carrying of light weight (5-25 lbs.), some infrequent lifting and carrying of moderate weight (25-50 lbs., and occasional lifting and carrying objects of heavy weight (75-100 lbs.); and/or the operation of vehicles, office, shop keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

Environmental Requirements: Task may require frequent exposure to adverse environmental conditions.

Sensory Requirements: Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Classification: 12

Non-Exempt

February 9, 2024