

# PUBLIC WORKS SUPERVISOR - TREES

Approved: March 2026

FLSA: Non-exempt

Unit: AFSCME



<b>Definition</b>
Under general direction, assists the City Arborist with overseeing the City's tree maintenance, planting, inventory, risk management, and emergency response programs. Makes assessments of work needs and responds to citizens requesting city tree inspections and service. Directs the work of tree crews involved in the planting, pruning, and removal of city street, park, median, and plaza trees. Inspects quality and quantity of work and act as the City's liaison between work crews and the public. Maintains accurate records of work and schedules and ensures compliance with specifications and regulatory requirements. Assists in the enforcement of the City's Heritage Tree Ordinance.
<b>Supervision received and exercised</b>
Receives general direction from the Assistant Public Works Director or Public Works Superintendent, and City Arborist. Responsibilities include supervision over tree maintenance staff and contractors related to tree maintenance operations.
<b>Class characteristics</b>
<p>A position in this class is characterized by having a substantial background in arboriculture in order to make sound technical tree-care related decisions and strong communication skills in order to interact effectively with the public, work crews, and other City staff.</p> <p>This classification is distinguished from the City Arborist role in that the Public Works Supervisor – Trees directly oversees the implementation of the city's tree programs on the ground and supervises employees and contractors assigned to that program. The City Arborist role, on the other hand, involves responsibilities such as overall program management, budgetary management, review of development projects and heritage tree protection plans, and the authority to issue heritage tree permits. The Public Works Supervisor – Trees role is distinguished from all other City maintenance classes through the specialized arboriculture knowledge required and its responsibility for all phases of work performed by tree maintenance crews.</p>
<b>Examples of typical job functions (illustrative only)</b>
<p>Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.</p> <ul style="list-style-type: none"><li>• Assists the City Arborist in responding to citizen requests for tree service to determine the appropriate maintenance needs.</li><li>• Organizes, supervises, and reviews the work of assigned staff in the planting, pruning, and removal of trees.</li><li>• Supervises and monitors the work of service contractors to ensure compliance with contract requirements.</li><li>• Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.</li><li>• Inspects City areas to assess potential risk of public trees; evaluates tree disorders; monitors pest/disease infestation/infections; prescribes and/or implements best management practice and/or integrated pest management strategies for maintenance, tree removal, or planting.</li><li>• Manages tree nursery to cultivate and maintain trees in healthy living conditions until scheduled for planting.</li><li>• Determines and recommends equipment, materials, and staffing needs for the City's tree programs.</li><li>• Supervises the use of and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of tools and equipment.</li><li>• Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.</li><li>• Ensures that safety procedures are followed and that safety equipment is worn.</li><li>• Oversees safety programs and training for the assigned functional areas and work groups; assists in action planning for safety programs; implements and monitors risk management plans regarding hazardous materials; responds to workers' compensation issues.</li><li>• Responds to emergency situations as necessary, including fallen limbs and downed and hazardous trees in public right of way, parks, medians, parking plazas, and other City facilities.</li><li>• Manages tree nursery to cultivate and maintain trees in healthy living conditions until scheduled for planting.</li><li>• Operates field and office equipment as necessary to the performance of the above duties.</li></ul> <p>• As needed, supports the City's tree crew:</p>

- Performs skilled and specialized work such as complex pruning, safe and efficient removal of trees, and grinding tree stumps to ground level.
- Identifies tree pests and diseases and implements appropriate treatment plans.
- Operates and maintains a variety of specialized equipment needed for the maintenance of City trees including chippers, stump grinders, chain saws, and aerial lifts.
- Performs traffic control when necessary, to manage street closures.
- Operate vehicles such as dump trucks, aerial lift trucks, and tractors/loaders.
- Performs other duties as assigned.

**Qualifications**

Knowledge of

- Principles and practices of International Society of Arboriculture (ISA) Best Management Practices in arboriculture including tree pruning, risk assessment, inventory, fertilization, planting, and cabling and bracing.
- Tree physiology, taxonomy, nomenclature and morphology.
- Types of tree diseases and insect pests.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of tree climbing, pruning, removal and rigging work.
- Safety principles, practices, procedures, and equipment related to the work, including the handling of hazardous chemicals, ISA standards for safe tree climbing, and California Occupational Safety and Health Administration (Cal/OSHA) safety standards for operating aerial lifts.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Safe driving rules and practices.
- Modern office practices, methods, and computer equipment and software programs relevant to the work performed.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively communicating with the public, vendors, contractors, and City staff.

Ability to

- Participate in developing and implementing goals, objectives, practices, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff and contractors.
- Establish, maintain, and foster a positive and harmonious working and customer service relationship with those contacted in the course of work.
- Organize, implement, and direct assigned tree maintenance and operations activities.
- Identify potential tree hazards and defects; assess tree risk and assign level of risk in order to make an informed decision regarding tree management.
- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively.
- Perform safe climbing and aerial lift practices in accordance with ISA and Cal/OSHA standards.
- Train staff on safe climbing practices and aerial lift operation in accordance with ISA and Cal/OSHA standards.
- Assess planting sites; select tree species well suited for planting; identify potential conflicts and challenges; decide on appropriate planting placement.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work; perform routine equipment maintenance.
- Maintain accurate records.
- Use computers and handheld electronic devices in the course of work.
- Operate assigned equipment.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include walking, standing or sitting for extended periods of time.

**Education and experience**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Five years of experience in tree maintenance operations, at least two of which have been in coordinating the work of tree crews in a lead capacity.

<b>Licenses and certifications</b>
<ul style="list-style-type: none"><li>• Possession of a valid California Class C driver’s license by time of appointment.</li><li>• Possession of, or ability to obtain, a valid Class B license within six (6) months of employment with appropriate endorsements.</li><li>• Possession of, or ability to obtain, forklift certification issued by Cal/OSHA within six (6) months of employment.</li><li>• Possession of, or ability to obtain, an Arborist certificate issued by ISA within one (1) year of appointment.</li><li>• Possession of, or ability to obtain, a Certified Treecare Safety Professional (CTSP) certificate issued by the Tree Care Industry Association (TCIA) within twelve (12) months of employment.</li><li>• Possession of, or ability to obtain, an Electrical Hazards Awareness Program (EHAP) certificate within twelve (12) months of employment.</li><li>• Possession of a valid PC832 certificate is desirable.</li></ul>
<b>Physical demands</b>
Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders and/or trees, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 80 pounds, or heavier weights with the use of proper equipment.
<b>Environmental elements</b>
Employees partly work in an office environment and partly work in and around public works infrastructure, parks and landscaped areas, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.
<b>Working Conditions</b>
May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and/or holidays.