

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: PARK DEVELOPMENT COORDINATOR/CITY ARBORIST

Department: Parks & Recreation	FLSA Status: Non-Ex
Employee Group: AFSCME	Salary Grade: F
FTE Status: Full Time	Date: January 2019

General Functions:

The Park Development Coordinator/City Arborist is assigned to facilitate the design and preparation of architectural and landscape architectural drawings for City Park Site Master Plans; coordinate landscape design for City Parks; act as contract administrator for construction of park development; coordinate neighborhood meetings; establish tree protection ordinance and implement City-wide tree program. Position requires input into long-range and short term goals for Park Master Plan. Thorough knowledge of maintenance practices.

Employees in this position and in the City of West Linn are required to perform their technical responsibilities in a manner that clearly shows their ability to effectively communicate and cooperate with fellow employees and to carry out individual and department responsibilities. Employees must perform their job duties with a style that promotes open exchange of information, respect, high ethical standards and professional ability and possess observable, positive listening skills. The ability to “get along” with others in the work place is valued at the City as a primary duty and responsibility of all classifications of positions in the organization. Employees will be expected to perform their technical functions and their employee relations’ functions at an equally high standard. Undesirable behavior, resulting in ineffective working relationships will indicate an inability to perform the position.

Duties and Responsibilities:

An employee in this classification may perform any of the following duties, however, these examples do not include all the specific tasks which an employee may be expected to perform:

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.

3. Establish and implement a city-wide tree protection ordinance, including: a series of maps of City streets, a scheme for planting and designation of tree types to areas; cost analysis, fee schedules, timelines and budget. Develop an inventory of street trees presently existing in the City. Maintains a list of approved varieties of trees that may be planted in accordance with the Street Tree Plan.
4. Establish landscape design for existing and acquired park facilities including preparing of working drawings for submission to appropriate committees and review boards. Assist in the development and implementation of a Street Tree Plan for the planting, maintenance and replacement of trees in and along City streets.
5. Participate in the identification and selection of potential park sites for acquisition by the City. Provides staff representation at neighborhood meetings concerning on-going development of Park Master Plan, including, Public Facilities Task Force.
6. Assists Parks and Recreation Director in project development by serving as contract administrator, preparing bid specifications, monitoring expenditures to ensure completion and approve work change orders.
7. Ability to develop maintenance plan for specific parks, including vegetation inventory, development through determination of need (i.e. playground areas, irrigation systems, propagation) and structures.
8. Assists in planning, organizing and promoting acquisition of City park facilities (i.e. community and neighborhood parks and other recreational facilities, bike paths and wetlands.)
7. Performs other duties as assigned by Parks and Recreation Director which may include park maintenance and construction tasks.

Specifications:

1. Job Preparation:

Graduation from high school or equivalent GED Certification. Training in Landscape Architecture required, Bachelor's degree in Landscape Architecture preferred. May substitute degree for four (4) years of experience. Minimum three (3) years experience in Landscape Architecture, horticulture, project management, irrigation methods and landscape maintenance preferred.

Requires skill in designing, drafting, reading and working off of blueprints as well as recommending site changes and/or improvements. Requires skill in writing clearly and speaking in an effective manner.

Must have valid driver's license at time of appointment, or an acceptable alternative method of transportation. Must obtain within six (6) months of appointment a Governmental Pesticide Application/Consultant License with

Turf, Ornamental and Public Right of Ways, Herbicide, Fungicide, Insecticide categories.

If not already so certified, within six (6) months of appointment, must a Certified Arborist through the International Society of Arboriculture.

2. Supervision:

Received: Work is performed somewhat independently under direction of Parks and Recreation Director who establishes programs, development and policies. Work is reviewed for effectiveness, results obtained and goals established.

Exercised: Supervision is not a normal responsibility of this position. May occasionally act as project manager for contracted services, special projects with parks maintenance staff and coordinate volunteers.

3. Communications:

Ability to communicate effectively both orally and in writing, may be required to occasionally prepare and deliver oral presentation to boards and committees; conduct site analysis of proposed properties, determining landscape conditions; explain and present complex designs; and prepare written and oral reports. Maintain membership in professional organizations.

Contacts with other City departments will be primarily with Public Works, Planning and Engineering. Contact with City residents may be frequent explaining the Park Master Plan as it is developed and implemented.

4. Cognitive Functions:

This position will assist in developing new procedures and methodologies for implementation and further development of the Park Master Plan. May provide technical expertise for policy and plan development by Parks and Recreation Board

and City Council. Position will be responsible for architectural drawings and design for City parks and City park development.

Errors made in the normal course of work could result in citizen complaints, personal injury to staff or patrons, property damage to public or private property or lawsuit.

Innovation is required in the area of new landscape design, contract administration, construction and funding of developments. Methods of funding, researching and developing projects may be a critical aspect of the position.

Decision making includes the ability to make technically sound landscape design and development decisions while involved in field contract setting. Precedent may not be available for problems encountered.

5. Working Conditions:

Includes work in inclement weather, exposure to chemicals and landscape maintenance conditions and marine park maintenance.

Physical risks are exposure to toxic substances, heavy equipment and heavy lifting.

Work schedule is normal business hours with occasional evening meetings or call back for seasonal emergencies.

6. Resource Accountability:

Has responsibility for Park Development projects and contract supervision. Must assure timely progress in development of park and recreation areas of the Park Master Plan.

May commit up to \$1,000 per transaction without approval if within approved budget for project or development.

Monitor city-wide tree ordinance revenues recommending on-going modifications to fees, collection and enforcement.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date