

Job Description for Tree Canopy Coordinator

The City of Newark is seeking a Tree Canopy Coordinator. Reporting to the Office of Sustainability Director and overseeing the Tree Operations Unit. This new position is part of a substantial augmentation of an existing program which is currently focused managing tree pruning and removal permits, and limited planting activities. In addition to an aggressive goal to re-establish lost tree canopy, the Tree Coordinator will collaborate with other city departments to ensure that large climate goals are met, development best practices are implemented, and that the urban forest is protected and maintained in all phases of development.

The Position/Division

The position's main goal is to reestablish and maintain the tree canopy. The coordinator will supervise a City-wide program of care and maintenance of trees on public properties, parks, and forested areas of the City; to implement the City's Tree Canopy Objectives; to prepare and implement a public relations program to protect and preserve the City's urban tree canopy; and to do related work as required.

Tree Management and Assessment:

1. Conduct comprehensive assessments of existing city trees to determine their health, condition, and potential risks.
2. Create, implement and manage a Tree Canopy Master Plan for the City, which prioritizes tree planting.
3. Lead and manage the Tree Operations Unit. Develop and implement tree management plans, including tree inventories, pest and disease management, and pruning schedules. Supervise the trimming of trees by public utilities for clearance from utility lines.
4. Monitor tree growth, health, and development, and identify and mitigate potential hazards.
5. Draft reports and prepares contract specifications, solicit bids, monitor contract work in the field; administer payments to contractors.

Tree Planting and Maintenance:

6. Prepare budget requests for tree canopy programs; supervise maintenance of city tree canopy; requisition and purchasing of materials.
7. Oversee newly funded tree planting program with the goal to plant over 2,000 trees per year in the City via partnerships and procured contracts. Identify suitable locations for tree planting, considering factors such as species diversity, soil conditions, and infrastructure compatibility, heat islands, community support, flooding and air quality.
8. Coordinate and oversee tree planting projects, including site preparation, tree selection, and proper planting techniques.

9. Develop and execute tree maintenance programs, including pruning, fertilization, and watering to ensure optimal tree health and longevity.

Data Management, Reporting and Interdepartmental coordination:

10. Maintain accurate records and databases of tree inventories by species and age groups, inspections, and maintenance activities.
11. Prepare presentations on for community engagement initiatives and to promote tree health.
12. Utilize specialized software (such as I-Tree) and tools to assist in data collection, analysis, and management.
13. Collaborate with other city departments such as Planning and Zoning, Building and Code Enforcement, Department of Public Works, Parks Recreation and neighborhood to ensure that large climate goals are met, development best practices are implemented, and that the tree canopy is protected and maintained in all phases of development.
14. Manage the Community Forestry Management Plan workplan with short, medium, and long-term goals to restore the tree canopy and increase resident awareness.
15. Administer community forestry grants, including the development and management of received and outgoing grants.

Community Engagement and Public Information

16. Collaborate with strategic partners to build capacity, raise awareness of urban tree canopy best practices, and plan and maintain more trees throughout the City.
17. Provide urban and community forestry outreach, education, and technical assistance to communities statewide, e.g. ordinance development, tree canopy invasives management and response.
18. Support the relationship between the City of Newark and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff.
19. Maintain confidentiality of work-related issues and City information.
20. Perform other job-related duties within the scope of this job classification as assigned.

The Ideal Candidate

- Job Expertise:
 - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, City-wide and departmental procedures/policies, and federal and state rules and regulations pertaining to tree planting and maintenance standards.

- Experience managing tree planting, maintenance, and operations crews *(Preferred)*
 - High level of organizational skills with an ability to prioritize, coordinate and manage multiples tasks and projects.
 - Knowledge of budget policies, procedures, and regulations sufficient to manage and administer budget and to cost effectively deliver resources
 - Demonstrated experience in project management including project planning, organization, and implementation.
 - Experience managing grant efforts that include payments/expenditures, optimizing grant efforts, overseeing grant applications, progress reports, compliance/regulations, reviewing grant proposals, managing grant databases, and engaging/educating grantees and partner organizations
 - Knowledge of the state's accounting/grant processing
 - GIS skills including cartographic output (map generation) sufficient to integrate various types of data and produce professional analysis and presentation materials. *(Preferred)*
- **Leadership:** Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction; motivate people and obtain program commitment from division personnel and other forest managers.
 - **Supervision:** Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner; maximizes organizational and individual effectiveness.
 - **Communication Skills:** Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.

Education and Experience

- Bachelor's degree In Forestry, Urban Forestry, Natural Resources Management or a similar field AND five (5) years of directly related experience, including two (2) years of supervisory experience.
- License: Designation as an ISA Certified Arborist (or ability to obtain within 6 months).
- Must possess a valid New Jersey Driver's License upon time of appointment and be insurable with the City's standard insurance rate, unless otherwise approved by appointing authority

- ISA Tree Risk Assessment Qualified, ISA Municipal Specialist, and a Master's Degree are beneficial but not required.

Environmental Elements

Work is performed in an office environment as well as outdoors with exposure to inclement weather; exposure to noise, dust, grease fumes, gases and potentially hazardous chemicals. Work is in and around moving vehicles and machinery. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. This position requires the ability to work a flexible schedule including weekends, evenings, and holidays and be available for work on an emergency basis.

Salary range

Between \$67,752 and \$98,399 annually.

How to apply

How to apply: Please send Resume to Tyrone Artis, artist@ci.newark.nj.us