



Assistant Tree Superintendent

Compensation: Between \$57,200 and \$85,800 annually

Closing Date: Rolling basis until filled

The City of Newark is seeking an Assistant Tree Superintendent. Reporting to the Chief Sustainability Officer and working closely with the Tree Superintendent and the Tree Operations Unit. This new position is part of a substantial augmentation of an existing program which is currently focused on managing tree pruning and removal permits, and planting activities. In addition to an aggressive goal to re-establish Newark's tree canopy, the Assistant Tree Superintendent will work with the Office of Sustainability team to collaborate with other city departments to ensure that large climate goals are met, best management practices are implemented, and that the urban forest is protected and maintained in all phases of growth.

The position's main goal is to support the Tree Superintendent with tree planting and maintenance and conducting community outreach, address residents' concerns, coordinate meetings and events around the tree canopy initiative, and support the Tree Superintendent in creating and implementing the City's Tree Canopy objectives, and related work as required.

Responsibilities:

- Perform inspections, evaluate planting locations, monitor and support contractors and planting partners, data analysis, and train and direct trainees in general tree care and watering
- Implement the Tree Canopy Master plan that includes planting and maintaining trees and monitoring tree growth and health.
- Identify and mitigate potential hazards to tree establishment and health
- Oversee the Brick City Tree Corps program
- Inspect Infrastructure conflicts i.e. sidewalks and traffic lights and issues derived from tree roots
- Contact residents regarding their tree concerns
- Organize in-person and virtual tree canopy coordination meetings and prepare presentations
- Provide urban and community forestry outreach, education, and technical assistance to communities citywide, e.g. ordinance development, invasive species management and response.
- 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.
- Utilize specialized software (such as I-Tree, Davey Tree Keeper, GIS and other tools) to assist in data collection, analysis, and management
- Maintain files and databases relating to the tree canopy inventory and work orders
- Maintain confidentiality of work-related issues and City information
- Perform other job-related duties within the scope of this job classification as assigned

Qualifications:

- Experience in tree planting, maintenance, and operations (preferred) and managing tree operations crews
- High level of organizational skills with an ability to prioritize, coordinate and manage multiples tasks and projects.
- Demonstrated experience in project management including project planning, organization, and implementation.
- Software skills (such as I-Tree, Davey Tree Keeper, GIS and other tools) to assist in data collection, analysis, and management
- 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.

Educational Background:

- Bachelor's degree In Forestry, Urban Forestry, Natural Resources Management or a similar field AND two (2) years of directly related experience.

License:

- 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

Office Conditions:

- Must be able to work outdoors in all weather conditions, possibly including storm response
- 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.

Note: The City of Newark has a residency requirement for all public employees. The successful applicant must establish a principal residence in the city of Newark within six months of effective date of employment.

Compensation and Benefits:

The salary range is between \$57,200 and \$85,800 annually. The City of Newark also offers an attractive benefits package (including insurance for health, dental, vision, and life, short- and long-term disability, and commute assistance).

Application instructions:

To apply, submit a cover letter, resume, and contact information for three references including one supervisor to Nicole Hewitt-Cabral, Hewitt-cabraln@ci.newark.nj.us. Please use the subject line "Assistant Tree Superintendent application [Last Name]." No phone calls please.