UNIVERSITY OF SOUTHERN CALIFORNIA
Arborist and Landscape Project Specialist
Job Code: 179484

Grade: 00
OT Eligible: Yes
Comp Approval: 1/16/2014

JOB SUMMARY:
Has responsibility for coordinating and assisting with the development of the tree risk assessment program at University Park Campus and Health Sciences Campus as well as other off-campus properties. Reviews construction plans and designs to ensure tree protection, standards and specifications are followed. Monitors all phases of construction where trees are involved, and archives important information. Participates in tree selection and planting. Trains in-house grounds staff in proper tree pruning. Oversees and coordinates all aspects of tree maintenance and tree contracts including adhering to specifications, meeting with tree company representatives regarding negotiations and documenting all work done.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ _____ Has responsibility for coordinating and assisting with the development of the tree risk assessment program for university properties. Prepares written reports, recommendations and documentation.

______ _____ Oversees and coordinates all aspects of tree maintenance and tree contracts such as supervising contractor’s work, insuring pruning specifications are followed, coordinating and meeting with tree company representatives regarding negotiations, and documenting all work done. Reviews and evaluates maintenance of trees on university properties including hazard tree recognition and assessment, tree identification and diagnosis, tree selection, planting procedures, pruning techniques, proper tree protection methods, etc.

______ _____ Reviews construction plans and designs to ensure tree protection, standards and specifications are followed. Reviews, develops and updates tree protection standards and specifications for construction areas.

______ _____ Monitors and archives important information on tree protection including during events and construction periods.

______ _____ Coordinates necessary measures to be taken to mitigate damages to trees with project managers.

______ _____ Monitors tree selections and plantings. Participates in tree selections and plantings

______ _____ Trains in-house staff on proper use of tools and the principles of tree pruning.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: No
In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Associate's degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 3 years

**Minimum Field of Expertise:**
- Certified Arborist by International Society of Arboriculture. Experience in tree care, proper tree selection and planting procedure, proper tree protection in construction areas, hazard tree recognition and assessment and tree identification and diagnosis. Thorough knowledge of pruning principles and techniques. Experience working with contractors, project managers, and construction personnel in making tree assessment recommendations and mitigating problems with trees during construction.

**Preferred Education:**
- Bachelor's degree

**Preferred Field of Expertise:**
- Bachelor’s Degree in Arboriculture, Horticulture, Plant Science, Park Management, Forestry, Botany or any other related field. Certification of Tree Risk Assessment qualified by the International Society of Arboriculture. Certification of Pesticide Qualified Applicator by State of California. Experience working as an Urban Forester, Arborist, Tree Trimmer, or Landscaper with design and installation experience.

**Skills: Administrative:**
- Communicate with others to gather information
- Coordinate meetings
- Coordinate work of others
- Customer service
- Gather data
- Input data
- Prioritize different projects
- Research information
- Understand and apply policies and procedures
- Use database and/or word processing software

**Skills: Other:**
- Assessment/evaluation
- Knowledge of applicable laws/policies/principles/etc.
- Networking
- Organization
Planning
Problem identification and resolution
Project management
Scheduling
Teaching/training

Skills: Machine/Equipment:
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Skills: Trade/Auxiliary:
- Knowledge of safe use and proper equipment operation procedures
- Knowledge of tree identification, selection, assessment, planting, pruning, care and diagnosis
- Maintain records, logs, etc.
- Prepare reports and/or maintenance records
- Understand and apply policies and procedures
- Use and/or operate various stationary machinery, hand held power tools, and/or non power tools

Supervises: Level:
- May oversee student, temporary and/or resource workers.
- Trains employees on specific skills and tasks as required.

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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