

URBAN FOREST PROGRAM MANAGER

JOB DESCRIPTION

Classification Responsibilities: The Urban Forest Program Manager is responsible for the full range of professional urban forestry management tasks. This includes managing the City's community urban forestry program to advance Mesa's Climate Action Plan goals, developing, and implementing programs that sustain a healthy urban forest, reduce urban heat, support responsible water stewardship and materials/resource management, and enhance community resilience through collaboration and inclusive engagement. This position will work in conjunction with City departments, regional agencies, and community stakeholders to develop Mesa's first Tree and Shade Plan, set goals to increase the City's tree canopy coverage, and implement integrated urban forestry and green stormwater management projects. This position will act as the City liaison and coordinator for non-profit, non-governmental organizations, and private groups engaged in urban forestry within City limits.

The Urban Forest Program Manager plans, designs, implements, monitors, and evaluates urban forestry projects; conducts studies and cost/benefit analyses for forestry, irrigation demand management, impact on local water sources, green stormwater infrastructure, and urban heat mitigation alternatives; conducts research and statistical analysis to determine the effectiveness and applicability of selected measures and ensures an equitable approach to increasing tree canopy coverage; prepares forecasts of needed funds, assists in developing and implementing project budgets and monitoring expenditures; and manages complex project contracts. Additionally, this position operates specific educational, technical, and compliance programs; analyzes urban forestry conditions data, irrigation use patterns, and rainfall data; monitors growth, care, and maintenance of urban forestry projects; partners with internal and external stakeholders on urban forestry best management practices; recommends policies, procedures, and regulations to promote sustainable urban forestry practices, resource management, and conservation measures; tracks progress on established goals; produces written public relations materials for City Council, staff, news media, and the general public; directs, coordinates, and reviews the work performed by experts from different fields, consultants, contractors, community organizations, governmental organizations, and volunteers; pursues grant and other funding opportunities that support sustainably increasing and maintaining Mesa's urban forest; and assists in the preparation of grant applications, forms, and reports. The Urban Forest Program Manager is responsible for communicating and working effectively with the City Council Office, other City departments, and national, state, regional, and university planning agencies and community partners to deliver programs that benefit residents, businesses, and visitors. This position supports Mesa's commitment to environmental conservation, addressing climate change and environmental justice and performs related duties as required.

Distinguishing Features: The Urban Forest Program Manager manages, coordinates, and oversees community urban forest programs and projects. Assignments are broad in scope and require the use of independent judgment and initiative. This work is performed under the general supervision of the Deputy Director – Environmental and Sustainability who reviews work through conferences, reports, inspections, and results achieved. This class is FLSA exempt-professional.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Urban Forestry, Landscape Architecture, Resource Management, Arboriculture, Horticulture, Environmental Sciences, or related field. Considerable (3 - 5 years) experience managing complex projects with diverse community stakeholders in the fields of urban forestry, landscape architecture, or relevant fields.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date. Must obtain an International Society of Arboriculture (ISA) certification within one year of hire date.

Substance Abuse Testing. None

Preferred/Desirable Qualifications. A Master's Degree in Urban Forestry, Landscape Architecture, Resource Management, Arboriculture, Horticulture, Environmental Sciences, or related field. Knowledge of tree appraisals, tree protection ordinances, and tree risk assessments in an urban setting in a desert environment. Experience with community organizing and/or mobilizing and proven qualities in leadership. Bilingual with good Spanish written and verbal abilities. Desirable certifications include those from the American Society of Consulting Arborists (ASCA), American Society for Horticultural Science, Association of Consulting Foresters, Society of American Foresters, or Society of Municipal Arborists.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City, state, and federal employees, consultants, management, contractors, non-profit organizations, non-governmental organizations, community leaders, general public, and public officials in order to perform assigned work. Instructs and trains subordinates, contractors, and the general public in the field or in a classroom setting. Actively seeks input from and engages with stakeholders, including general public, regional partners, county agencies, universities, and regional organizations. Prepares letters, memos, presentations, specifications, and reports with clearly organized thoughts using proper sentence structure, punctuation, and grammar to communicate complex and technical issues to individuals with a wide range of experience.

Manual/Physical: Reviews, inspects, monitors, and evaluates work-related equipment, materials, products, and services to ensure compliance with the contract, policies, standards, regulations, and guidelines. Ability to lift and carry 40-pound objects (examples: five- to fifteen-gallon trees and wheelbarrows with landscape materials, etc.) using assistive devices (example: carts, power winches, etc.). Requires sufficient flexibility, mobility, and stamina to move through a variety of landscape terrain, and an ability to endure exposure to desert conditions such as: dirt, pollen, and prolonged sun and heat during summer months. Operates a City vehicle requiring a standard Class D Arizona Driver's License to travel to and from job sites. Operates a variety of standard office equipment. Enters data or information into a personal computer (PC) in order to prepare reports, drawings, evaluate data, and perform calculations.

Mental: Develops and implements programs, projects, policies, and plans to achieve established goals. Plans and manages community urban forest projects. Evaluates the work of program participants, including assessments, plans, utility coordination, and project coordination. Prioritizes own work and prioritizes and assigns work to consultants, contractors, and stakeholders. Resolves procedural, operational, and other work-related problems by discussing the problem and evaluating alternatives with involved parties. Coordinates work activities and program functions with the general public, community organizations, City, county, state, and federal employees. Develops policies, procedures, and ordinances with short- and long-term objectives. Conducts research and analyzes data, understands design and regulation standards pertaining to urban forestry. Performs mathematical calculations, statistical computations, and financial and cost analysis. Assists in preparing the budget and cost estimates for specific projects. Comprehends and makes inferences from written material such as: memos, letters, plans, policies, regulations, and standards to perform duties. Estimates project costs based on scope of work. Learns job-related material through on-the-job training and conferences.

Knowledge and Abilities:

Knowledge of:

modern concepts of urban forestry, including tree inventories, regional forestry, and landscape materials;
urban forestry maintenance standards and best practices;
Sonoran Desert ecosystems, wildlife, and habitat;
tree diseases and pests;
public works design, standards, materials, and construction techniques;
resource management, including green stormwater infrastructure strategies;
procedures, equipment, and materials employed in the installation and maintenance of landscaped streetscapes and community spaces;
federal, state, county, and local regulations, standards, and codes pertaining to projects and programs assigned;
national programs like Tree City USA and International Society of Arboriculture certification; and
symbols and terminology used in urban forestry, landscape drawings, green stormwater infrastructure.

Ability to:

determine the approach to be taken for completion of assigned projects;
establish and maintain effective working relationships with City officials, other professionals, consultants, contractors, coworkers, community partners, and the general public;
prepare oral and written reports of a technical nature;
assist in preparation of grant applications, forms, and reports;
source data related to forestry, urban heat mitigation, and resource management strategies;
research, evaluate, and make recommendations for programs that achieve established goals;
conduct cost/benefit analyses;
read and interpret construction drawings and GIS maps;
coordinate workflow with a variety of stakeholders, including community organizations, corporate representatives, City employees, and the general public;
instruct personnel by assigning work, selecting work methods, answering questions, and approving design, installation, maintenance, and other work performed by others for compliance to instructions given, and for conformity with urban forestry principles;
determine adherence to requirements or specifications and communicate effectively and persuasively

with the general public, contractors, and consultants in securing compliance with project objectives, specifications, plans, and ordinances;
compute quantities for cost estimates and/or payments to contractors;
conduct project meetings to ensure stakeholders understand objectives, project details and to obtain confirmation on resolving problems;
evaluate new materials and installation strategies;
conduct field investigations;
serve on technical boards, ad hoc committees, and technical subcommittees; and
make presentations to City officials and the general public using clear and well-organized thoughts.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of this job change.

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