AUBURN
Human Resources

University Arborist
Job Description

JOB INFORMATION

Job Code	NC82
Job Description Title	University Arborist
Pay Grade	FM15
Range Minimum	$55,080
33rd %	$67,930
Range Midpoint	$74,360
67th %	$80,790
Range Maximum	$93,640
Exemption Status	Exempt
Approved Date:	10/3/2024 9:45:08 AM

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Grounds

JOB SUMMARY

Reporting to the Director, Landscape Services, this position oversees urban forest management on Auburn's core-campus properties. Collaborates with university project leadership in accordance with the Design and Construction Standards by providing accurate GIS data features and expert-level consultation. Strategizes future tree canopy expansion in accordance with the Landscape Master Plan (LMP).

RESPONSIBILITIES

- Oversees, develops, and implements all aspects of urban forest management and Arboriculture practices on all University campus properties.
- Updates and maintains a comprehensive GIS dataset to facilitate responsible management of all urban forest assets on University properties and lands. Assesses all core campus trees for risk, submit tree removal requests. Provides primary oversight of a Board of Trustee's policy in the Tree Preservation Policy. Works with the Assistant Director of Campus Planning to uphold the policy on a per project basis.
- Reviews plans and advises all project design team members on tree and landscape protection. Works with multiple internal and external project leads to provide expert- level tree consultation at all project stages pre- and post-construction.
- Collaborates with Planning, Design and Construction regularly to strategize further tree canopy expansion efforts in accordance with the LMP. Initiates and manages canopy enhancement projects; coordinates with internal departments and/or contracted services to ensure that the proper support is available for the successful and timely completion of work.
- Develops and maintains a quality control program to improve arboricultural operations and ensure high standards of work. Tracks status of work accomplishments, analyzes data, and prepares reports, recommendations, and plans in support of increasing arboricultural performance, productivity and improve land management practices.
- Coordinates communications and activities among Landscape zones, services, and projects; other Facilities Management Departments; outside contractors; and Auburn University customers and affiliates. Communicates with stakeholders to maintains awareness of activities, maximize efficiencies, and resolve questions.
- Oversees the management of a historic site in the Auburn Oaks at Toomer's Corner which includes rolling cleanup efforts of in-house and contracted crews, cooperating with internal communications offices concerning media inquiries, and developing a longterm site plan to preserve the rolling tradition and the security of the site.
- Communicates with campus constituents and various other stakeholders to keep them informed of work progress and answer questions regarding projects or other matters concerning University trees.
- Manages the Campus Timber Reclamation Program by working with key members of AUFM and related academic departments to evaluate only campus trees approved for removal as future wood products for

RESPONSIBILITIES

	educational or end-use purposes. Coordinates the logistics required to convert standing timber to an enduser product. May be required to present budget reports on the program's financial efficiency on an annual basis.
•	Ensures all standards are met to maintain the Tree Campus Higher Education designation.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in Urban Forestry, Horticulture, Landscape Architecture, or related field.	and	6 years of	Experience in arboriculture to include urban tree inventory and aerial and ground pruning. Experience in whole tree felling, landscape design, or space planning preferred. Experience must include two (2) years supervising, leading, or mentoring employees in this field.	

Substitutions Allowed for Experience	Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Field knowledge of arboriculture standards and techniques for pruning, felling, and planting.	
Knowledge of Southeastern forest management.	
Knowledge in the use of standard industry equipment including chainsaws, bucket trucks, and basic landscape equipment.	
Knowledge of pesticide and fertilizer products, regimens, and proper application.	
Knowledge of urban forestry planning and tree preservation/protection.	
Knowledge of risk assessment for trees located in the urban setting.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	International Society of Arboriculture (ISA) Certified Arborist certification	Upon Hire	Required	And
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	And
	Must obtain ISA Qualified Tree Risk Assessor (TRAQ) certification	within 1 Year	Required	And

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	TCIA Certified Tree Care Safety Professional (CTSP) certification,	Upon Hire	Desired	And
	State of Alabama Registered Forester certification	Upon Hire	Desired	And
	Ornamental Turf Pesticide Supervisor's License preferred.	Upon Hire	Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking				X		
Sitting			X			
Lifting	X					
Climbing					X	
Stooping/ Kneeling/ Crouching					X	
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.