



Job Description

Utility Arborist

Pay Grade: 08

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: Minimum five (5) years direct experience completing trimming operations around overhead power lines. Minimum of five (5) years supervisory experience or a combination of direct supervision over employees or contractors.

Minimum Education Requirements: High School Diploma or G.E.D.

Direct Supervisor: Electric Superintendent or designee.

Supervisory Responsibility: Yes, plus outside contractors.

Primary Work Location: Office setting and project work sites in the City of Nixa jurisdiction.

Certification: Valid State of Missouri Class "B" Commercial Driver's license; possess and maintain International Society of Arboriculture (ISA) Arborist certification; Valid Missouri certification for the application of Right of Way (ROW) herbicides preferred but not required. ISA Utility Specialist Certification-required ability to obtain certification within 1 year of employment. TRAQ Qualification (Tree Risk Assessment Qualification) Ability to obtain certification within 1 year of employment.

Job Summary: Oversees and participates in the tree program for the City of Nixa Electric Department, including work by either City crews or contractors employed by the City, for the safe limb and tree removal associated with the City's electrical distribution system.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Inspects electrical distribution rights-of-way and maintains annual vegetation management work plans to ensure rights-of-way are clear of vegetation to prevent vegetation related distribution outages and system disturbances.
- Responsible for the supervision, quality control, training, and evaluation of subordinate vegetation management employees. Coordinate, direct, and administer a safety program for subordinate employees with other city safety coordinators or safety personnel.
- Trim trees and lead a crew of other tree trimmers in the safe and efficient removal of trees and limbs associated with the City's electrical distribution system.
- Develop and maintain relationships with landowners, customers, and community leaders to foster positive community relations.
- Formulates and executes a vegetation management plan that utilizes external contract resources. Oversees contract work planning and trimming activities ensuring adequate tree clearances are effectively maintained. Plans, schedules and assigns work to contractor General Foreman checks and evaluates work progress and makes decisions to resolve problems.
- Inspect electrical lines regularly and plan work accordingly to avoid service interruptions.
- Responsible for all trimming notifications for private property owners and public per City policy. Also responsible for replacement of trees removed due to conflict with electric infrastructure with native understory trees. This replacement process includes notification, submitting utility locates, scheduling plantings with residents and maintaining the City of Nixa Tree Farm including 50+ nursery trees.



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- Provide technical expertise for the department's line clearance program to other departmental personnel, management, elected officials, and the general public.
 - Operate shredding, chipping and other associated tools and equipment for the reduction of materials. Dispose of debris and refuse appropriately as directed.
 - Assists in the development and tracking of tree trimming budget, including cost analysis and forecasting. Also assists in developing and implementing tree trimming policies and strategies that improve performance and reliability while complying with regulatory requirements and safety standards.
 - Regularly works with other departments to resolve issues, expedite workflows and implement vegetation maintenance plans to clear streets, grounds, and sites of woody and herbaceous materials. Including stumps, fallen trees and limbs.
 - Inspect trees to determine if they have disease or pest problems; spray or treat trees, including mixing chemicals or related materials and calibrating spray equipment.
 - Assure tools and materials are ready and available for all operations; maintain a list of tools, equipment, and maintenance logs.
 - Maintain knowledge of current information and practices associated with all related tasks and duties.
 - Write reports as requested and keep data of departmental work and accomplishments.
 - Assist other City workers in general activities or grounds maintenance and assist linemen and ground workers in their work as needed.
 - Operate automotive and motorized equipment, including an aerial bucket truck, chainsaw, brush chipper, lawnmower, weed eater, dump truck, and digger truck; utilizes a variety of power and hand tools and a wide range of climbing equipment.
 - Effectively perform as a member of a team in carrying out the City's organizational development plan philosophy.
 - Promote a positive image of the Department as a good public service. Participate in trade associations/organizations involved in related activities.
 - Perform other tasks and duties assigned as needed.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment
An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Occupational hazards and safe working practices.
- Proper arborist tree trimming and removal techniques, specifically around energized power lines.
- Principles of management and supervision of both city and contract employees.

Skills

- Effective oral and written communication.
- Utilizing appropriate tools and equipment in a manner consistent with safety principles.
- Establish and maintain effective working relationships with other staff, and members of the public.
- Operate a variety of automotive, motorized, hand held tools, and equipment.

Abilities

- Hoist tools and equipment to tree trimmers and lowers branches with ropes or block and tackle.
- Subject to emergency call-in with some weekend and evening work.



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- Stooping, squatting, kneeling, twisting, climbing, bending, lifting and carrying up to 100 pounds.
- Pushing and pulling 100 pounds and lifting 50 pounds above head.
- Subject to working in awkward positions and periods of prolonged standing.
- May be exposed to extreme weather conditions, dust and/or pollen.
- Exposed to constant and extreme noise, subject to other safety hazards associated with tree trimming activities.
- Mentally analyze a situation, solve problems and make decisions under pressure in areas of responsibility.

****This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.**

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date

Effective Date: