

Class Code: E43
City of Anaheim
Class Specification

Classification:
TREE SERVICES COORDINATOR

Definition: Under moderate supervision, coordinates the work flow activities of the Tree Operations Section.

Typical Duties:

Coordinates work schedules and/or work load forecasts with each Lead Tree Trimmer in order to provide service expectations to the citizens of Anaheim.

Responds to citizen service requests to verify request needs; address citizen complaints and coordinate service requests completion dates as necessary.

Coordinates routine day to day operational procedures with outside contractors as well as other city departments and/or divisions.

Monitors and records dispatch orders, stump removals and other miscellaneous records as required.

Reassigns crew members due to vacations, sick leave, industrial accidents or other miscellaneous reasons for employee absence from the job.

Assigns equipment changes due to equipment failure and equipment needs due to priorities.

Coordinates ordering of necessary equipment and materials relative to the Tree Operations Section.

Coordinates and/or monitors motorized equipment service and/or repairs.

Provides assistance in estimating tree trimming and/or removal costs.

Provides assistance in developing and monitoring conformance to all work standards, regulations and contracts.

Acts as the Park Services Manager in charge of the Tree Operations Section in his absence.

Provides assistance in budget preparation and/or monitoring.

Performs other job related duties as required.

Minimum Requirements:

Experience: Responsible experience in the area of tree trimming operations to include experience at the leadworker level.

Knowledge of: Methods and equipment used in tree maintenance; utility line clearing procedures; growth characteristics of trees; safety requirements; work scheduling; equipment maintenance requirements; record keeping methods.

Ability to: Effectively schedule work within established work policies and procedures; schedule equipment maintenance and repair to coordinate with work schedules; effectively resolve citizen complaints; prepare cost estimates; monitor contracts; prepare clear and concise oral and written reports; effectively communicate with the public, co-workers and management; and establish and maintain effective working relationships with those contacted in the course of work.

License: Possession of, or ability to obtain, an appropriate valid California driver's license by date of appointment.

Supervision Received: Works under general supervision of the Park Services Manager - Tree Operations who gives general directions and periodically reviews work in progress and completed work.

Career Ladder Information: Experience gained in this class may meet minimum requirements for promotion to Park Services Manager.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

10/90 - V. Kilmurray
Unit of Representation - AMEA General
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