

**City of  
EDMONDS  
Washington**



**Urban Forest Planner**

<b>Department:</b>	Development Services - Planning	<b>Pay Grade</b>	<b>NR-11</b>
<b>Bargaining Unit:</b>	Non-Represented	<b>FLSA Status:</b>	Exempt
<b>Revised Date:</b>	June 22, 2021	<b>Reports To:</b>	Environmental Programs Manager

**POSITION PURPOSE:** Under general direction, leads in implementing the City's tree regulations and programs that apply to development projects and to private properties, provides information for the public, coordinates with other departments, and provides facilitation and guidance to assist the Tree Board.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Responsible for the implementation of the City of Edmonds' Urban Forest Management Program (UFMP, as it relates to private property, including, but not limited to the following tasks:

- Provide Input on city code updates and interpretations related to trees
- Lead development and implementation of tree programs to encourage healthy trees on private property
- Make public presentations and prepares reports and memos as needed for public meetings
- Identify tree-related policies and information for updating the City's Comprehensive Plan or other city plans
- Identify best practices for planting and management of trees on private property
- Assist with identifying preferred tree species for certain types of private properties
- Coordinate tree-related code requirements and plan policies with other divisions and departments
- Verify zoning requirements for specific projects and sites
- Conduct site inspections and identify any corrections, as needed
- Manage citywide tree canopy assessment data
- Manage the permitting/notification process for removing or altering trees
- Inspect trees on private property, as required
- Prepare information for the public regarding tree management on private property
- Provide facilitation and guidance to assist the Tree Board or, as necessary, other boards and commissions
- Provide departmental information for Tree City USA applications (annual)
- Keep records and data for private property tree management
- Review professional tree assessments/landscape plans that are submitted to the City (especially in conjunction with development)
- Assist with determining compliance violations and penalties for illegal tree-cutting on private property
- Where feasible, guide parties to resources for resolving disputes pertaining to private trees

## **JOB DESCRIPTION**

### Urban Forest Planner

- Coordinate with the interdepartmental Tree Team (aka Urban Forest Management Plan Team) on tree-related activities
- Support implementation of the city's Urban Forest Management Plan and facilitate periodic updates
- Stay current on regional and national tree issues, trends and best practices
- Attend and participate in related professional groups and committees as directed
- Perform related duties and responsibilities as required.

#### **Required Knowledge of:**

- Urban forestry and landscape practices and principles
- Protection of critical areas, including wildlife habitat, as related to trees and landscape
- Principles and practices of urban forestry management
- Urban planning and development practices
- Local government permitting processes
- GIS development and use
- Time management and project prioritization
- Principles of site development and construction
- Principles of customer service and public relations
- Effective report preparation and presentation
- Public outreach techniques and community education
- Research methods and sources of information related to urban forest management
- Tree appraisal methods
- Recent developments, current literature and sources of information related to tree and landscape management in urban areas
- Pertinent federal, state, and local laws, codes, regulations, and procedures
- Working with contractors and consultants

#### **Required Skill in:**

- Providing technical assistance for the processing of land use permits and applications
- Evaluating site plans related to tree removal, pruning, planting, and protection
- Using reference materials and manuals regarding the care and maintenance of trees
- Utilizing personal computer software programs and other relevant software affecting assigned work
- Establishing and maintaining effective working relationships with staff, management, outside agencies, community groups and the general public
- Managing data and presenting key information in an easily understandable manner
- Communicating effectively, both verbally and in writing
- Operating personal computers and appropriate software programs

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

A Bachelor's Degree in Forestry, Earth Sciences, Landscape Architecture or other relevant field and five years of urban forestry experience, including at least one year of planning- or development-related work, are required; or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

##### **Required Licenses or Certifications:**

- Valid State of Washington Driver's License

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Urban Forest Planner

- Note: Other specialty certifications/licenses as required by state and federal law and/or OSHA and WAC regulations may be required within a specified period of time after hire
- Note: Must be able to successfully complete and pass a background check

**Highly Recommended Certifications:**

- Arborist Certification from the International Society of Arboriculture

**WORKING CONDITIONS:**

**Environment:**

- Indoor and outdoor work environment, including field visits
- Driving a vehicle to conduct work.
- Some possible exposure to fumes, dust and odors.
- Occasional exposure to noise from equipment operation
- Frequent office-type work, including computer operation and staff meetings

**Physical Abilities:**

- Hearing, speaking and otherwise communicating to exchange information in person and on the phone.
- Operating a computer, electronic tablet, and other office equipment
- Reading and understanding a variety of materials
- Sitting, standing, walking or otherwise positioning oneself for extended periods of time
- Wearing proper personal protective equipment as required by department or City policy

**Hazards:**

- Exposure to insects and potential tree-dwelling animals and tree and plant pollens
- Working sometimes in the vicinity of noisy, motorized machinery
- Exposure to chemical fumes and pesticides
- Contact with dissatisfied and upset members of the public

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_