



FORSYTH COUNTY
Personnel Services Department
110 East Main Street, Suite 230
Cumming, GA 30040

<http://agency.governmentjobs.com/forsyth/default.cfm>

**INVITES APPLICATIONS FOR THE POSITION OF:
County Arborist**

An Equal Opportunity Employer and Drug Free Workplace/Excellent Benefits

SALARY

\$51,613.00 - \$68,387.00 Annually

OPENING DATE: 05/03/22

CLOSING DATE: Continuous

POSITION INFORMATION:

The purpose of this classification is to implement all County activities and programs related to tree protection and preservation, including enforcement of all applicable County ordinances through plan review, site inspections, and public education.

Forsyth County, Georgia, is located 25 miles north of Atlanta with a population just over 250,000. The county has been one of the fastest growing counties in the nation and draws new residents through proximity to multiple job centers, an excellent public school system and a strong network of public parks as well as a robust housing market. Forsyth County borders Lake Sidney Lanier and is ideally located between Atlanta and the Blue Ridge mountains of North Georgia, which provides recreational opportunities throughout the year.

JOB SUMMARY

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities of subordinates and other County personnel as assigned for specific projects; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.

Interprets, explains, applies, and ensures compliance with provisions of County ordinances pertaining to tree preservation, tree protection, and tree replacement; initiates any actions necessary to correct deviations or violations.

Reviews architectural drawings, tree protection plans, and related documents in relation to tree preservation; verifies compliance of plans with tree preservation/protection ordinance; approves or disapproves tree plans as appropriate; discusses problem areas and corrective actions with applicants.

Conducts site inspections during all construction stages to ensure compliance with approved plans relating to tree protection and tree replacement; evaluates condition/health of trees; determines hazardous conditions involving trees; conducts compliance inspections of commercial properties one year after completion of construction.

Provides technical assistance and information to developers, landscapers, property owners, the public, or others regarding tree preservation/protection guidelines, ordinances, plan reviews, procedures, documentation, or other issues; meets with clients at sites or in office; responds to questions and complaints; researches problems/complaints and initiates problem resolution.

Develops educational programs to provide information on tree preservation/protection issues to the community; prepares presentation materials and delivers presentations to various groups; distributes brochures and educational materials; identifies species of trees, evaluate tree condition/health, and provides advice on trees to homeowners.

Creates and maintains computer databases of tree plans, projects, work activities, and other

records; creates and updates tree plan map in the County's geographical information system (GIS) for tracking purposes.

Provides recommendations for updating/revising tree ordinance.

Prepares or completes various forms, reports, correspondence, tree ordinance maps, tree project reports, tree plan maps, inspection sheets, brochures, presentation materials, or other documents.

Receives various forms, reports, correspondence, architectural drawings, landscaping plans, tree protection plans, land disturbance plans, photographs, textbooks, zoning maps, ordinances, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, presentation, photo imaging, tree analysis, geographical information system (GIS), e-mail, Internet, or other computer programs.

Operates a variety of equipment and tools associated with work activities, which may include a motor vehicle, machete, compass, boring tools, or measuring instruments.

Coordinates work activities with those of other departments, contractors, outside agencies, or others as needed; reviews tree plans with County inspectors and planning staff as needed.

Communicates with supervisor, employees, other departments, County officials, developers, architects, landscapers, property owners, the public, community organizations, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends various meetings; serves on Tree Commission or other committees as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

This classification is designated as a safety sensitive position which is subject to random drug and alcohol testing and any other drug testing methods as stated in policies adopted by Forsyth County concerning drug and alcohol.

Performs general/clerical tasks, which may include posting signs, taking photographs, answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Forestry or closely related field; supplemented by three (3) years previous experience and/or training that includes forestry, tree preservation, landscape architecture, site plan review, code compliance, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

- Must possess and maintain valid Certified Arborist certification from International Society of Arboriculture.
- Must possess and maintain a valid Georgia driver's license.

SUPPLEMENTAL INFORMATION

110 East Main Street
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