



**NASSAU COUNTY**  
HUMAN RESOURCES DEPARTMENT  
96135 Nassau Place, Suite 5  
Yulee, Florida 32097

## MEMORANDUM

**To:** Department Heads  
**From:** Ashley Metz *am/bls*  
**Date:** October 29, 2019  
**Re:** Arborist

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**Classification:** Arborist  
**Department:** Planning & Economic Opportunity  
**Pay Grade:** 108  
**Salary Range:** \$51,619.85 – \$64,466.69 Annually  
**Requisition:** 10091-1

**Apply At:** Applications will be accepted until filled. For additional information and to apply please visit [www.nassaucountyfl.com](http://www.nassaucountyfl.com) or the Human Resources Department located at 96135 Nassau Place, Suite 5, Yulee, Florida 32097, Telephone (904) 530-6075 or Fax (904) 321-5797. Drug Free Workplace. This position is eligible for Veterans' Preference in accordance with applicable laws.

## **Nassau County** *Job Description*

**POSITION:** Arborist  
**DEPARTMENT:** Planning & Economic Opportunity  
**REPORTS:** Planning & Economic Opportunity Director  
**FLSA STATUS:** Exempt  
**PAY GRADE:** 108

### **GENERAL DESCRIPTION:**

This position is responsible for the review and monitoring of construction and development projects for compliance with applicable landscape codes and policies, as well as safeguarding Nassau County's tree assets from disease, potential construction impacts and unpermitted removal of trees. This position will also be responsible for providing support in administering a future land conservation program. Work involves review of potential development projects and issue resolution associated with the County's overall planning policies and community development direction. Work involves considerable public contact, often of a sensitive nature and requires the exercise of patience, sound judgment, tact and diplomacy. This position requires availability (occasionally outside of normal operating hours) to respond to tree emergencies and assist in emergency storm events.

### **ESSENTIAL FUNCTIONS:**

- Reviews landscape and tree protection plans to ensure compliance with County codes and standards.
- Implements County tree ordinance, including staff assistance to Amelia Island Tree Commission.
- Assists in implementation of County Canopy Road ordinance.
- Monitors and inspects contractors for planting, pruning, removal and any other tree related projects on the right of way, within tree conservation areas and protected buffers to ensure compliance with County code and standards.
- Works with volunteers; provides training and oversight, coordinates work schedules, collaborates with volunteers to execute special programs.
- Monitors the success of tree planting by gathering statistics and generating reports.
- Assists County staff with planning and implementing tree and landscape requirements for residential, commercial and industrial development projects countywide.
- Provides assistance in grant acquisition and management.
- Receives, investigates and issues potential violations to County code and statutes as they pertain to trees in tree protection areas, within protected buffers and the right of way.
- Composes, types, prepares, processes, files, copies and/or transmits a variety of documents, which may include correspondence, reports, notices, agendas, meeting minutes, budget documents, maintenance requests, charts, spreadsheets, manuals, work orders, various forms, logs, etc.
- Performs a variety of moderately to complex administrative duties in support of Department activities, which include but are not limited to answering phones, providing information as requested and/or forwarding calls to appropriate staff person, taking messages, scheduling appointments, maintaining calendars, compiling data for reports and/or meetings,

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- establishing and maintaining files, maintaining databases, etc.
- Investigates and responds to internal and external requests for tree maintenance.
  - Receives and responds to inquiries, requests for assistance and/or complaints from County employees, outside agencies and the public.
  - Completes special projects as assigned.
  - Identifies planting sites in the field through surveys and inventories.
  - Select or assist in the selection of trees for street tree planting; coordinates tree procurement, delivery, and planting.
  - Provides oversight of planting as needed; assists with oversight of contract planting.
  - Responds to citizen complaints, concerns, and inquiries.
  - Records documents and maintains records as required.
  - Attends meetings, prepares and presents oral presentations and staff reports to Board of County Commissioners, Planning & Zoning Board and related committees.
  - Maintains plans and specifications in compliance with County policy and planning principles.
  - May lead, plan, and coordinate the work of a project team.
  - Advises management of actions and potential risks.
  - Attends and participates in administrative meetings as required.
  - Greets and assists office visitors and staff in a professional manner.
  - Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, other County personnel, vendors and the general public.
  - Participates in staff meetings and attends other meetings as required.
  - Operates a variety of equipment, which includes computer, fax machine, copier, telephone, calculator, etc.
  - Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.
  - Performs related duties as required.

(These essential functions are not a complete statement of all duties required of the job. Employees will be required to perform such other related job duties as may be assigned or required.)

### **MINIMUM EDUCATION AND EXPERIENCE:**

Requires a high school diploma or GED equivalent, Graduation from an accredited four (4) year college or university with major course work in Urban Forestry, Horticulture, Botany or a related subject area required supplemented by two (2) years of experience in urban forestry or horticulture or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Certification as an Arborist by the International Society of Arboriculture required. Must possess valid State Driver's License.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the methods, policies and procedures of the Department and County pertaining to the performance of duties of the Arborist.
- Knowledge of the laws, ordinances, standards and regulations pertaining to the specific

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duties and responsibilities of the position.

- Knowledge of the organization of the County and of related departments and agencies.
- Ability to comprehend, interpret and apply regulations, procedures and related information.
- Knowledge of modern office practices and technology.
- Knowledge of proper English usage, punctuation, spelling and grammar.
- Ability to perform required mathematical calculations. Ability to type accurately at a rate sufficient for the successful performance of assigned duties.
- Ability to operate and maintain a variety of office equipment as necessary in the performance of daily activities.
- Skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence.
- Ability to read and interpret various materials pertaining to the responsibilities of the job.
- Ability to take the initiative to complete the duties of the position without the need of direct supervision.
- Ability to use independent judgment in performing routine and non-routine tasks.
- Ability to plan, organize and prioritize daily assignments and work activities.
- Knowledge of the terminology and various professional languages used within the Department.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to maintain effective relationships with personnel of other Departments, professionals and members of the public through contact and cooperation.
- Ability to perform duties in a courteous manner and with the utmost integrity in the best interest of the public.
- Ability to work under stressful conditions as required.
- Ability to react calmly and quickly in emergency situations.

### **ESSENTIAL PHYSICAL SKILLS:**

- Tasks require extended periods of time at a keyboard or workstation.
- Stooping
- Kneeling
- Bending
- Crouching
- Reaching
- Standing
- Walking
- Climbing
- Lifting and carrying up to 25 lbs.
- Pushing and pulling

*(Reasonable accommodations will be made for otherwise qualified individuals with a disability)*

**WORK ENVIRONMENT:**

- Works inside in an office environment and out of doors with the ability to perform work effectively despite occasional exposure to adverse environmental conditions, including temperature extremes, wetness/humidity, rain, electrical currents, machinery hazards, uneven terrain, toxic agents, vibrations, noise extremes, fumes, dirt, dust, pollen, odors, etc.
- Has knowledge of the occupational hazards and safety precautions of the industry.

**I have read and understand this job description, possess the minimum education, experience, knowledge, skills, abilities and am capable and willing of performing all essential functions.**

**By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the County.**

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**Signature**

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

**October 2019**