



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
TREE MAINTENANCE ASSISTANT
(PARKS DIVISION)

PARKS, RECREATION AND TOURISM Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position assists with specialized arboricultural services for trees on City properties. Reports to a Crew Supervisor B.

ESSENTIAL JOB FUNCTIONS

Assists with maintaining, trimming, and removing trees in accordance with established arboricultural techniques, procedures, and accepted practices. Operates a variety of equipment in the performance of job duties. Maintains complete and accurate records related to assigned work.

Ensures the safety of City equipment, private property, and others by following proper safety procedures to include compliance with Occupational Safety and Health Administration (OSHA) Standards, power line restrictions, safe equipment operation, and emergency rescue techniques; performs routine checks and preventive maintenance on equipment; identifies and reports equipment malfunctions; cleans equipment as needed.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Arboriculture - Knowledge of the techniques, tools, methods, practices, procedures and materials related to tree related work including a knowledge of different species and their growing habits as related to pruning and shaping methods. Knowledge of emergency rescue techniques used in tree work and bucket truck operations.
- Equipment Operation - Thorough knowledge of the proper procedures for operating, inspecting and maintaining assigned equipment.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to equipment operation and other work related precautions.

REQUIRED SKILLS

- Interpersonal Relationships/Customer Service - Develops and maintains cooperative and professional relationships with employees, representatives from other departments and organizations, and the public.

- Judgement/Decision Making -Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- Time Management - Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.

REQUIRED ABILITIES

- Manual Labor - Ability to perform heavy manual labor for long periods of time, and in all types of weather conditions.
- Communication - Ability to communicate ideas effectively. Ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact and diplomacy in a confidential manner.

EDUCATION AND EXPERIENCE

Requires 1-2 years of tree or landscape maintenance or related experience, or any combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background investigation to include a sex offender registry check and a valid driver's license with acceptable driving record.

Must obtain a Commercial Driver's License (CDL) permit prior to employment and complete the practical portion of the CDL test within 60 days of employment.

This position requires pre-employment medical evaluation and substance abuse testing and is subject to random alcohol and controlled substance testing.

PHYSICAL REQUIREMENTS

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, humidity, temperature and weather extremes, toxic agents, machinery, electric currents, animal/wildlife attacks, water hazards, or rude/irate customers.