




**Rebecca Grill**  
City Administrator  
City Administration Office  
414.302.8294  
rgrill@westalliswi.gov

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## MEMORANDUM

TO: Administration & Finance Committee  
FROM: Rebecca N. Grill, City Administrator   
RE: Department Request to Fill Vacant Position  
DATE: October 13, 2016

Attached is Mike Lewis' request to fill an upcoming vacant Arborist position in the Department of Public Works, Forestry Division.

According to our continuing procedure, these requests are formally referred to the Administration & Finance Committee for consideration through its normal Council/Committee referral process.

If you have any questions concerning this request, please contact me.

RHN:jfw

cc: Mayor  
HR Department  
Mike Lewis  
Dave Wepking  
Mike Rushmer

ADM\Vacpos\VACPOSREQ ArboristForDiv 101816



**Michael G. Lewis**  
Director of Public Works/City Engineer  
Engineering Department  
414.302.8360  
mlewis@westalliswi.gov

RECEIVED

OCT 7 2016

CITY OF WEST ALLIS  
CAO

## MEMORANDUM

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To: Rebecca Grill, City Administrator  
From: Michael G. Lewis, Director of Public Works/City Engineer  
Date: October 5, 2016  
Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill an upcoming vacancy in the Forestry Division. The position of Arborist will become vacant when the incumbent, Dave Marchel, retires on October 18, 2016.

If this position is filled internally, it is my intention to fill any other vacancies that result. I am available to answer any questions relative to the need to fill this position.

cc: Dave Wepking  
Mike Rushmer

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# Request to Fill Position

Submit this form, a memorandum and current position description to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.

Department/Division: DPW/Engineering Position Title: Arborist

Reason for Request:  New Position OR  Replacement to Staff - Date of Vacancy: 10 / 18 /20 16

Person Replaced: Dave Marchel

Position Status:  Full-time  Part-time AND  Regular  Temporary  Provisional  Special  Other

If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment: \_\_\_\_\_

Funding Source:  Operating  Grant  Other: \_\_\_\_\_

Anticipated Date for Filling Position: asap / \_\_\_\_ /20 \_\_\_\_

Is the position required for fiduciary, legal or compliance requirements?  No  Yes, describe:

Assist in ordinance compliance

Why is it necessary that this position be filled? What operational needs does this position fulfill?

Plants, trims, repairs, and maintains landscape beds on boulevards and at city owned buildings; maintains turf on all city owned properties including buildings, boulevards and parks; assists with snow removal and ice control

What will be the impacts on service functions to the public if the position is not filled?

Failure of City to properly maintain its plant material may result in a similar reduction in residential property maintenance; due to recent Emerald Ash Borer infestation, without this position it will be difficult to keep up with preventative chemical injections, tree removal and tree replacement

What will be the impacts on service to city staff if the position is not filled?

Increased complaints

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.)

Specialty job requiring performing specialty tasks

How has this vacancy/need been covered so far?

Employee has not yet retired

How many other similar positions exist in this department? There are 12 other Arborist positions

### Requestor Information

Please Print: Michael Lewis Dir of PW/City Eng. DPW/Engineering  
Name Title Department

Signature/Date: [Signature] 10, 2, 2016

Attached:  Memorandum  Current Position Description

## ARBORIST

**JOB SUMMARY:** This is skilled work associated with planting, maintaining and removing trees, plants and turf growing on City green spaces.

**NATURE OF THE WORK:** Under the direction of the Forestry & Grounds Superintendent and/or the Assistant Director of Public Works, an employee in this classification is responsible for a variety of tree and shrub planting, pruning and removal tasks for the purpose of improving appearance, eliminating hazardous conditions and to aid in growth. An Arborist may also perform a variety of light to heavy manual labor/general maintenance work, including but not limited to, manual and semi-skilled service, maintenance, and repair of buildings and grounds and their related structures, fixtures, and utilities.

**DUTIES:** Typical duties include: performs various tree maintenance activities utilizing hand and power tools at ground level and aloft using rope and saddle and aerial lift trucks; plants, maintains and removes trees, shrubs, flowers and turf on all City green spaces; applies various pesticides, herbicides and fertilizers to trees, shrubs, flowers, turf and hardscape surfaces; constructs, repairs and maintains irrigation systems; operates a variety of pruning equipment; assists with snow removal and ice control; performs minor maintenance on equipment and property; safely operates and performs minor maintenance on large equipment, dump trucks, aerial lift trucks, front end loaders and other industry-specific motorized and hand equipment; maintains prompt, predictable, and regular physical attendance; provides truthful and accurate written and verbal communications; maintains the ability to competently and credibly testify in court; maintains ability to lawfully operate designated motor vehicles at all times that duties are performed; maintains ability to travel throughout and enter all different properties in the jurisdiction; recommends changes in procedures and processes to improve efficiency; supports initiatives such as strategic planning, LEAN and innovation;

As needed, an employee in this classification may be required to perform a variety of tasks outside of the duties of an Arborist for which he/she is otherwise qualified; other duties may include, but are not limited to, light to heavy manual labor, and a variety of manual and semi-skilled duties in the servicing, maintenance and repair of City-owned buildings and surrounding grounds; performs other duties as assigned.

An Arborist must be available to work nights, weekends, overtime and at odd hours when emergency conditions require such duty such as in the abatement of storm-damaged trees or snow and ice control, etc.

**DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:** Good knowledge of the methods, materials, tools and equipment used in arboriculture and horticulture; good knowledge of plant material common to urban forestry; ability to identify common tree and landscape plant species, and signs and symptoms of insects and diseases; considerable knowledge of the occupational hazards and safe work practices in using tools and equipment; ability to do manual work requiring strength and agility; ability to understand and effectively carry out both oral and written instructions; good written communication skills; ability to establish and maintain effective working relationships with supervisors, employees and the public; ability to exercise sound judgment and make sound decisions; ability to multi-task in a fast paced environment; ability to adapt and learn specialized software systems and databases; knowledge of computer applications and mobile devices such as an iPad; demonstrated ability to promote innovation, operational excellence and continuous improvement.

### **MINIMUM REQUIREMENTS:**

Bachelor's Degree in Urban Forestry desirable; **OR** an Associate Degree in Urban Forestry and at least one year of recent paid Arborist work experience; **OR** high school graduate/equivalent and at least three years of recent paid work experience in arboriculture/urban forestry/horticulture, performing comparable duties.

Possession of a valid Wisconsin Driver's License and good driving record per City policy.

Possession of a valid Wisconsin Commercial Driver's License (Class B, C, D with airbrakes) within six (6) months of appointment.

Possession of Tanker (N) endorsement within six (6) months of appointment.

Possession of a WDATCP pesticide category three (3) Ornamental and Turf pesticide license within one (1) year of appointment.

Familiarity in the use of an office computer/software including, but not limited to, Microsoft Office Suite (Windows, Word, Excel, Calendaring, Outlook), mobile devices such as an Ipad, etc. is desirable.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, and textures associated with job-related objects, materials and tasks.

Possess the physical capacity to perform the duties of the position including but not limited to, the ability to climb trees (lifting body weight and equipment using rope and saddle) working at heights up to 60' or greater above ground level, the ability to continuously reach and maneuver overhead while holding the weight of pole saws or hand saw, stand, walk, bend, kneel, sit, twist, stoop, crawl, stretch, squat, lift, push, pull, enter and exit City truck, etc., and the ability perform heavy manual labor for extended periods of time (physical requirements are dependent upon work assigned) including but not limited to, the duties generalized below:

**ACTIVITY FREQUENCIES**

Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday

Aerial Lift Truck: continuous standing, working at heights up to 60' or greater above ground level; frequent operation (pushing and pulling) of hand controls while wearing fall protection harness.

Back-hoe: continuous sitting; continuous operation (pushing) of hand controls/joystick.

Brush Collection/Yard Work: continuous lifting up to 50 lbs., frequent lifting up to 100 lbs. with assistance or aides, and occasional lifting of greater than 100 lbs. with assistance or aides; continuous walking.

Chipper: continuous walking, standing and bending; continuous lifting up to 50 lbs., frequent lifting up to 100 lbs. with assistance or aides, and occasional lifting of greater than 100 lbs. with assistance or aides (tree limbs and brush); exposure to extreme noise levels.

Dump Truck Driver: occasional light spreading of soil; continuous lifting of brush up to 100 lbs. with assistance or aides; occasional to continuous lifting up to 50 lbs. (logs and stump chips); occasional lifting up to 50 lbs. (gravel); frequent lifting of trees 100 lbs. or greater with assistance or aides.

Farm Tractor (used for grading, aeration): occasional lifting up to 20 lbs.

Front End Loader: continuous sitting; frequent to continuous operation (pushing) of a hand controls/joystick.

Holder: continuous sitting for up to 18 hours, or longer if conditions warrant such; continuous high level of mental and physical alertness (such as hand-eye coordination) is required during plowing operations; continuous and repetitive pushing/operating plow controls; continuous use of accelerator/brake.

Snow Plow Driver: continuous sitting for up to 16 hours, or longer if conditions warrant such; continuous high level of mental and physical alertness (such as hand-eye coordination) is required during plowing operations; continuous and repetitive pushing/operating plow controls; continuous use of accelerator/brake.



Stumper: continuous standing and bending; continuous exposure to noise.

Tracked Loader: continuous sitting; continuous operation (pushing) of hand controls/joystick and foot controls.

Vac-All: continuous lifting up to 50 lbs. with ability to move Vac-All tube around in a hole; occasional lifting up to 100 lbs. with aides when lifting catch basins.

Ability to work nights, weekends, overtime and at odd hours when emergency conditions require such duty.

Ability to withstand exposure to variable and unfavorable weather and working conditions including but not limited to temperature variations and extremes, odors, toxic agents, noise, vibrations, electrical current, vehicular traffic and/or dust.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City retains and reserves any or all rights to change, modify, amend, add to, or delete from, any section of this document as it deems, in its judgment, to be proper.

I understand this position description may be changed, modified, and/or amended at any time throughout the duration of my employment.

CITY OF WEST ALLIS

Revised September 2016

Approved _____	_____
Department Head	Date
Approved _____	_____
Superintendent	Date
Approved _____	_____
Employee	Date