



THE CITY OF OKLAHOMA CITY
invites applications for the position of:

FIELD OPERATIONS SUPERVISOR (URBAN FORESTRY)

SALARY: \$49,694.40 - \$75,940.56 Annually

OPENING DATE: 01/22/18

CLOSING DATE: 02/28/18 11:59 PM

JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS:

This position is located in the **Grounds Management Division** of the **Parks and Recreation Department** with the City of Oklahoma City and is under the direction of an immediate supervisor. Employees of this classification perform work of a responsible supervisory level and perform project related administrative duties. Employees under the direction of a Field Operations Supervisor are assigned to semi-skilled and technical trades classifications routinely involved in field maintenance or construction activity. **Essential job functions include:** prioritizing and distributing assignments to a specialized work unit or multiple work crews; reviewing work orders and scheduling work activities; demonstrating proper safety and work procedures to subordinates, to ensure the efficient and safe completion of their assignments; compiling information for reports, budget, goals and objectives; performing routine inspections of work in progress and upon completion; recording and reporting work progress; maintaining records of maintenance and equipment usage; and responding to routine citizen complaints or inquiries by correcting problems or investigating the nature of complaints and responding verbally or in writing. The work is primarily performed independently, under the general direction of the immediate supervisor. The incumbent is responsible for the quality of workmanship and procedures followed to carry out a given work assignment. The employee is required to possess all skills, knowledge, and abilities of employees supervised, prior to assuming the position.

VETERANS PREFERENCE

Honorably discharged veterans of the United States Armed Forces who are not currently employed full-time by the City of Oklahoma City shall receive five (5) points added to the passing score on an initial selection process. Qualified applicants must upload or submit a copy of their DD Form 214 indicating discharge type/character of service at the time of application.

JOB REQUIREMENTS:

- Knowledge of and skill in applying supervisory practices.
- Knowledge of and skill in demonstrating work and safety procedures.
- Knowledge of subordinate's duties and responsibilities.
- Skill in communicating effectively.
- Skill in coordinating multiple work assignments.
- Skill in standard report preparation.
- Ability to establish and maintain effective working relationships.
- Ability to make decisions and set priorities.
- Willingness to assume responsibility for workers and equipment.
- Possession of a valid Oklahoma Class B Commercial Driver License. (Dependent upon assignment)

DEPARTMENTAL PREFERENCES

- Bachelor degree in Urban Forestry, Forestry, Natural Resource Management, or related field.
- International Society of Arboriculture (ISA) Certified Arborist.
- International Society of Arboriculture (ISA) Certified Municipal Arborist.
- Tree Risk Assessment Qualification (TRAQ) Certification.
- Irrigation Association Certification.
- Minimum of five years' professional experience in a related field.
- Professional experience with Geographic Information System (GIS), Treekeeper (tree database management), and Microsoft Office Suite.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

WORKING CONDITIONS

- Frequently outside; exposed to heat, cold, humidity, and rain, etc.
- Local travel on a daily basis.
- Subject to working on or around slippery surfaces such as wet streets, mud, and oil.
- Possibility of working up to 20 feet above ground level.
- Subject to working near moving objects such as traffic and machinery.
- May be exposed to pronounced strain or vibration, high concentration of dust, and intermittent or continued loud and insistent noises when operating equipment.
- Possibility of occasional exposure to agents which may cause allergic reactions, such as, bee or wasp stings, poison oak, ivy, and sumac.

- May work near high voltage electricity, pressurized components, and highly combustible materials.
- Exposed to chemical irritants or noxious odors such as pesticides, fertilizers, cleaning solutions, etc.
- Occasionally required to change work hours or work beyond normal work day.
- May be required to work weekends and holidays.

NOTE: Typical City employee working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. However, working hours vary (may require work to begin before 8:00 a.m. and/or end beyond 5:00 p.m., and/or may require work on weekends and holidays), and are subject to change, based on the duties and location of the position and the business needs of the assigned work unit/department.

PHYSICAL REQUIREMENTS

- Strength enough to lift, push, pull, or carry materials up to 95 pounds such as cement filled bags, machinery, and equipment.
- Stamina enough to exert oneself physically throughout the work day.
- Flexibility enough to bend, twist, and reach to perform repetitive tasks.
- Mobility enough to continuously move oneself from place-to-place.
- Manual dexterity enough to use hand tools.
- Vision, speech, and hearing enough to meet the essential functions of the job.

OTHER NOTES:

NOTE: City employees are required to receive pay electronically, either via direct deposit or pay card.

NOTE TO FORMER EMPLOYEES: To participate in any selection process, former employees must be eligible for rehire. If you are unsure of your rehire status, please contact the Personnel Department at (405) 297-2530. If your rehire status has been coded "Not Eligible," "Eligible 3," or "Conditional," you will need to request a review of your retire status through the Personnel Department's Labor Relations Division.

NOTE: Upon a conditional offer of employment, the City of Oklahoma City will conduct a background investigation/verification. Applicants will be provided contact information for any third-party reporting agencies used to collect background information in connection with conditional offers of employment.

NOTE: The selected applicant will be provided a copy of the City of Oklahoma City's Drug and Alcohol Testing Policy upon conditional offer and acceptance of the position and prior to being directed for a health screen/ physical examination and drug test. Full-time City employees currently occupying a job classification requiring a Commercial Driver License will not require CDL drug test retesting.

NOTE: Completion of the supplemental questions is required.

AN EQUAL OPPORTUNITY EMPLOYER

If you require reasonable accommodation at any time during the hiring process, please notify one of the Personnel Department Representatives.

Recruiter: LA

AN EQUAL OPPORTUNITY EMPLOYER

If you require reasonable accommodation at any time during the hiring process, please notify one of the Personnel Department Representatives.

APPLICATIONS MAY BE FILED ONLINE AT:
www.okc.gov

Position #201800212
FIELD OPERATIONS SUPERVISOR (URBAN FORESTRY)

420 West Main Street
2nd Floor
Oklahoma City, OK 73102
405.297.3882

careers@okc.gov

FIELD OPERATIONS SUPERVISOR (URBAN FORESTRY) Supplemental Questionnaire

- * 1. Can you meet the essential job functions, job requirements, working conditions, and physical requirements of this position as stated on the vacancy announcement with or without reasonable accommodation? NOTE: If you require reasonable accommodation at any time during the hiring process or while employed with the City of Oklahoma City, please notify a Personnel Department representative.
- Yes
 No
- * 2. Please indicate the type of driver license you currently possess.
- I do not possess a valid driver license
 Class A CDL
 Class B CDL
 Class C CDL
 Valid Driver License (Operator)
- * 3. Please check all statements that accurately reflect the knowledge, skills, and demonstrated abilities you currently possess:
- Knowledge of and skill in applying supervisory practices.
 Knowledge of and skill in demonstrating work and safety procedures.

- Knowledge of subordinate's duties and responsibilities.
- Skill in communicating effectively.
- Skill in coordinating multiple work assignments.
- Skill in standard report preparation.
- Demonstrated ability to establish and maintain effective working relationships.
- Demonstrated ability to make decisions and set priorities.
- * 4. If you have knowledge of and skill in applying supervisory practices, please describe this knowledge and skill. Where and when did you gain this knowledge and skill, and how have you applied this skill? If you do not have this knowledge and skill, type in N/A.
- * 5. If you have knowledge of and skill in demonstrating work and safety procedures, please describe this knowledge and skill. Where and when did you gain this knowledge and skill, and how have you applied this skill? If you do not have this knowledge and skill, type in N/A.
- * 6. If you have knowledge of subordinate's duties and responsibilities, please describe this knowledge. Where and when did you gain this knowledge? If you do not have this knowledge, type in N/A.
- * 7. If you have skill in communicating effectively, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- * 8. If you have skill in coordinating multiple work assignments, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- * 9. If you have skill in standard report preparation, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- * 10. Please check the field of study for your bachelor's degree or higher:
- Urban Forestry
- Forestry
- Natural Resource Management
- I have a bachelor degree or higher in a related field
- I have a bachelor degree or higher in an unrelated field
- I do not have a bachelor degree or higher
- * 11. If you have a degree in a related field, please list the field of study.
- * 12. Are you currently an International Society of Arboriculture (ISA) Certified Arborist?
- Yes
- No
- * 13. Are you currently an International Society of Arboriculture (ISA) Certified Municipal Arborist?
- Yes
- No
- * 14. Do you currently possess Tree Risk Assessment Qualification (TRAQ) Certification?
- Yes
- No
- * 15. Do you currently possess Irrigation Association Certification?
- Yes
- No
- * 16. Do you have a minimum of five years' professional experience in a related field?
- Yes
- No
- * 17. If you have a minimum of five years' professional experience in a related field, please describe this experience including your duties, responsibilities, and job title(s). Where and when did you gain this experience? If you do not have this experience, type in N/A.
- * 18. Please rate your skill level using Geographic Information Systems (GIS).
- None. You have no training or experience.
- Little. Basic training has been received. The only experience gained has been in a classroom and/or experimental scenarios, or as a trainee on the job.
- Good. Repeated successful experiences with the program. Help may be required from time to time, but you can usually perform the skill independently.
- Very Good. You can perform with this software without assistance. You are certainly recognized

within your immediate organization as "the person to ask" when difficult questions arise regarding this program.

Expert. You can answer any question about the program and most any question related to the software.

* 19. Please rate your skill level in Treekeeper (tree database management).

None. You have no training or experience.

Little. Basic training has been received. The only experience gained has been in a classroom and/or experimental scenarios, or as a trainee on the job.

Good. Repeated successful experiences with the program. Help may be required from time to time, but you can usually perform the skill independently.

Very Good. You can perform with this software without assistance. You are certainly recognized within your immediate organization as "the person to ask" when difficult questions arise regarding this program.

Expert. You can answer any question about the program and most any question related to the software.

* 20. Please rate your skill level in Microsoft Outlook.

None. You have no training or experience.

Little. Basic training has been received. The only experience gained has been in a classroom and/or experimental scenarios, or as a trainee on the job.

Good. Repeated successful experiences with the program. Help may be required from time to time, but you can usually perform the skill independently.

Very Good. You can perform with this software without assistance. You are certainly recognized within your immediate organization as "the person to ask" when difficult questions arise regarding this program.

Expert. You can answer any question about the program and most any question related to the software.

* 21. Please rate your skill level in Microsoft Word.

None. You have no training or experience.

Little. Basic training has been received. The only experience gained has been in a classroom and/or experimental scenarios, or as a trainee on the job.

Good. Repeated successful experiences with the program. Help may be required from time to time, but you can usually perform the skill independently.

Very Good. You can perform with this software without assistance. You are certainly recognized within your immediate organization as "the person to ask" when difficult questions arise regarding this program.

Expert. You can answer any question about the program and most any question related to the software.

* 22. Please rate your skill level in Microsoft Excel.

None. You have no training or experience.

Little. Basic training has been received. The only experience gained has been in a classroom and/or experimental scenarios, or as a trainee on the job.

Good. Repeated successful experiences with the program. Help may be required from time to time, but you can usually perform the skill independently.

Very Good. You can perform with this software without assistance. You are certainly recognized within your immediate organization as "the person to ask" when difficult questions arise regarding this program.

Expert. You can answer any question about the program and most any question related to the software.

* 23. Please rate your skill level in Microsoft Access.

None. You have no training or experience.

Little. Basic training has been received. The only experience gained has been in a classroom and/or experimental scenarios, or as a trainee on the job.

Good. Repeated successful experiences with the program. Help may be required from time to time, but you can usually perform the skill independently.

Very Good. You can perform with this software without assistance. You are certainly recognized within your immediate organization as "the person to ask" when difficult questions arise regarding this program.

Expert. You can answer any question about the program and most any question related to the software.

* 24. Please rate your skill level in the use of Powerpoint.

None. You have no training or experience.

Little. Basic training has been received. The only experience gained has been in a classroom and/or experimental scenarios, or as a trainee on the job.

Good. Repeated successful experiences with the program. Help may be required from time to time, but you can usually perform the skill independently.

Very Good. You can perform with this software without assistance. You are certainly recognized within your immediate organization as "the person to ask" when difficult questions arise regarding this program.

Expert. You can answer any question about the program and most any question related to the software.

* Required Question