Auburn University Job Description

Job Title: University Arborist  
Job Code: NC82  
FLSA status: Exempt

Essential Functions

1. Maintains and monitors the campus tree inventory, to include new plantings, existing trees, and updates on removal of trees, using multiple methods of tracking.
2. Develops planting and maintenance care plans to include pruning, trimming, feeding, spraying, and cabling trees in conformance with specific growth patterns and care requirements.
3. Ensures all annual requirements are met for Tree Campus USA Certification and submits application to the Arbor Day Foundation.
4. Implements an annual tree pruning maintenance program; supervises and performs tree pruning, which may include climbing or working from a lift.
5. Reviews plans and advises designers and engineers on tree protection needs for projects.
6. Consults with Project Managers to ensure contractors are adhering to tree protection guidelines.
7. Coordinates volunteers and groups outside the university for the National Arbor Day ceremony.
8. Submits information on the Auburn University Campus Forest for the University website.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
## Auburn University Job Description

### Job Family Levels

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<th>Level</th>
<th>Responsibility</th>
<th>Knowledge</th>
<th>Education and Experience*</th>
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<tr>
<td>I</td>
<td>Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.</td>
<td>Knows fundamental concepts, practices and procedures of particular field of specialization.</td>
<td>Bachelor's degree in discipline appropriate to position plus 1 year of experience.</td>
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<td>II</td>
<td>Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.</td>
<td>Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.</td>
<td>Bachelor's degree in discipline appropriate to position plus 3 years experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
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<td>III</td>
<td>Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.</td>
<td>Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.</td>
<td>Bachelor's degree in discipline appropriate to position plus 5 years experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
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* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.
Auburn University Job Description

Minimum Required Education and Experience

Level I  Bachelor’s degree in discipline appropriate to position plus 1 year of experience.

Level II Bachelor’s degree in discipline appropriate to position plus 3 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Level III Bachelor’s degree in discipline appropriate to position plus 5 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education
Degree in Urban Forestry, Tree Biology, or related field.

Focus of Experience
Experience in tree care, Geographic Information Systems (GIS) software, Global Positioning System (GPS) equipment and Urban Forest Management software

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
See Job Family Levels

Certification or Licensure Requirements:
Must obtain International Society of Arboriculture Certified Arborist certification within one year of employment; Valid Driver’s License; must obtain Alabama Ornamental and Turf Pesticide Control Supervisory (OTPS) license before the end of probationary period

Physical Requirements/ADA
Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 100 pounds.

Job occasionally requires sitting, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date:  5/6/2015