

# Tree Maintenance Supervisor (12603, Grade 22)

An Equal Opportunity Employer

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**SALARY:** \$54,066.00 - \$92,517.00 Annually

**OPENING DATE:** 03/23/21

**CLOSING DATE:** 05/04/21 11:59 PM

**DESCRIPTION:**

**THIS IS A RE-ADVERTISEMENT. PREVIOUS APPLICANTS NEED NOT RE-APPLY.**

The Maryland National Capital Park & Planning Commission is one of the largest organizations servicing both Montgomery and Prince George's counties. In both counties, we manage the park systems and in Prince George's county, we also develop and manage the public's recreation programs.

Under the Department of Parks & Recreation, the Maintenance & Development Division (M&D) is the largest Division in Parks & Recreation. We provide high quality maintenance and maintenance support services for all of the parks and recreation facilities within Prince George's County. We have six major work areas: Fleet Management, Buildings & Structures (Trade Shops), Horticulture & Forestry, Major Maintenance & Inspection, Critical Projects (Aquatics, Sustainability, Heavy Equipment and ADA) and the Administrative section.

We offer an: excellent benefits package, including health, dental and vision, as well paid vacation/sick/holiday/personal days the first year; opportunities for advancement and steady employment. You may be required to come in for storm and emergency work.

**EXAMPLES OF IMPORTANT DUTIES:**

We are seeking a Tree Climber/Maintenance Supervisor located in Horticulture & Forestry and specifically the Forestry section. Forestry is responsible for the maintenance, pruning and safe removal of all the trees (dead, declining and hazardous) located within 25,000 acres of land acquired by the Commission for 85 years, throughout the Prince George's County parks system.

As a Tree Climber/Maintenance Supervisor, you would report directly to the Senior Urban Forester and be responsible for pruning and tree removal projects that range from a couple of hours to one week. You may be involved in 1,000 tree removals ranging 6 to 60 inches in diameter and pruning 2,000 to 3,000 trees in a year's time frame. Some projects are complex and involve the use of cranes to remove larger trees. Other technical removal projects involve working around hiker-biker trails, playgrounds and recreation centers, ensuring that your tree maintenance activities do not damage the structures.

As Tree Climber/Maintenance Supervisor, you supervise an on-site tree crew, ensuring that the work is complete, crew hours are reported accurately, the crew observes all safety protocols (such as wearing personal protective equipment), and ensuring that all accidents are reported.

This position requires that you have a working knowledge of proper notching and wood lowering procedures, as well as, the ability to tie effective climbing knots. Rigging and bucket truck experience is a must. Also, as Tree Climber/Maintenance Supervisor, the ability to diagnose insects/diseases and accurately identify tree types is desired. As needed, you must be able to climb and work at heights of 100 or more feet in the air. You should also be a team player who gets along with other employees and has some supervision experience.

**Examples of Important Duties:**

1. Park inspections for tree hazards: Conducts regular inspections of parks and other Commission property to identify hazardous diseased, dead, or unwanted trees and limbs which need removal or other treatment (e.g., pruning, fertilization). Checks Commission property lines to verify ownership of trees.
2. Work Program: Establishes group goals and objectives. Plans work, establishes and monitors deadlines, priorities staffing and equipment needs. Evaluates work operations, provides technical expertise, and inspects completed work. Coordinates projects with other Commission units.
3. Supervision: Supervises multiple crews and designated staff. Recruits, selects, trains, and evaluates staff. Counsels staff on performance improvement. Initiates disciplinary action. Develops policies and procedures. Identifies training needs. Approves time cards and leave requests. Manages tree maintenance contract work.
4. Community Contact: Promptly responds to citizen inquiries concerning tree issues. Communicates with citizens to discuss Commission policies and procedures.
5. Maintenance and Safety: Establishes procedures for routine maintenance, repair, and security of tools, vehicles, and other equipment used by crews. Conducts routine safety inspections and provides maintenance and repairs. Maintains safety and legal compliance. Trains staff in the use of specialized equipment and related technical practices. Inventories tools and equipment.
6. Budget: Monitors and tracks expenditures in accordance with approved funds. Prepares purchase requisitions and check requests. Identifies equipment and supplies needed. Obtains bids and price quotes. Participates in budget formulation.
7. Research and Industry Trends: Conducts research and maintains current knowledge of tree care, standards, maintenance and trends. Provides technical assistance and support for presentations to community groups and others.
8. Records and Reports: Maintains various administrative records and correspondence such as Commission property maps, vehicle and maintenance logs, and time sheet data. Writes periodic administrative and operational reports (e.g., accident, injury, and equipment damage reports).

(Work Hours 6:30 am – 3:15 pm)

**Salary commensurate with experience**