



**Code: 7945**  
Family: Construction, Maintenance, and Skilled Labor  
Service: Operation and Construction  
Group: Forestry and Parkways  
Series: Landscape Maintenance

---

## **CLASS TITLE: CITY FORESTER**

### **CHARACTERISTICS OF THE CLASS**

Under immediate supervision, the class performs entry level urban forestry work in the area of landscape beautification; and performs related duties as required.

### **ESSENTIAL DUTIES**

- Assists in the formulation and implementation of plans for the planting, maintenance, and removal of plant materials
- Coordinates and monitors activities of landscaping contractors ensuring work conforms to specifications and plant materials meet City quality standards
- Visits nurseries and selects trees for mass planting projects throughout the City
- Assists in conducting field surveys to inspect trees and other plant material to determine quality, rate of growth and insect and disease damage and recommends treatment plans to correct problems identified
- Estimates the extent and cost of injuries to trees subjected to environmental damage and submits to supervisor for inclusion in the bureau's budget
- Reviews construction and building plans for compliance with the City's Landscape Ordinance
- Coordinates and monitors the activities of volunteer tree-planting organizations
- Assists in the collection and processing of plant samples for insect and disease control programs.
- Enforces the municipal code as it relates to the protection of City trees
- Provides professional horticultural and landscape advice to citizens, departments and agencies.

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Forestry, Landscape Architecture, Environmental Science or a directly related field.

#### **Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required
- Must be certified as an Arborist within six (6) months of hire date

### **WORKING CONDITIONS**

- General office environment
- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust, oily or wet environment
- Exposure to hazardous conditions (e.g., heavy machinery)

## **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Cameras and related photography equipment
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Safety devices or equipment (e.g., cones, barricades, metal plates)
- Communication equipment (e.g., two-way radio, dispatch communications equipment)

## **PHYSICAL REQUIREMENTS**

- Ability to walk and stand for extended or continuous periods of time

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

Comprehensive knowledge of:

- Knowledge of applicable City ordinances, policies, procedures, rules, regulations, and codes
- Working Knowledge of trees, shrubbery, and other plant materials used in landscape beautification

Moderate knowledge of:

- Current urban forestry practices and procedures
- Current municipal horticultural and environmental issues, policies, and programs
- Horticultural research and analysis methods and techniques

Knowledge of applicable City and department ordinances, policies, procedures, rules, regulations, and ordinances

### **Skills**

- **ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making
- **ACTIVE LISTENING** - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- **LEARNING STRATEGIES** - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- **COORDINATION WITH OTHERS** - Adjust actions in relation to others' actions
- **EQUIPMENT SELECTION** - Determine the kind of tools and equipment needed to do a job
- **OPERATION AND CONTROL** - Control operations of equipment or systems

### **Abilities**

- **COMPREHEND ORAL INFORMATION** - Listen to and understand information and ideas presented through spoken words and sentences
- **SPEAK** - Communicate information and ideas in speaking so others will understand

- **COMPREHEND WRITTEN INFORMATION** - Read and understand information and ideas presented in writing
- **WRITE** - Communicate information and ideas in writing so others will understand
- **REASON TO SOLVE PROBLEMS** - Apply general rules to specific problems to produce answers that make sense
- **REACH CONCLUSIONS** - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

**Other Work Requirements**

- **PERSISTENCE** - Persist in the face of obstacles on the job
- **INITIATIVE** - Demonstrate willingness to take on job challenges
- **COOPERATION** - Be pleasant with others on the job and display a good-natured, cooperative attitude
- **ADAPTABILITY/FLEXIBILITY** - Be open to change (positive or negative) and to considerable variety in the workplace
- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks

---

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

---

City of Chicago  
Department of Human Resources  
May, 2022