Staff Classification Description – Arborist

Skill Category: Service/Maintenance
Position (Employee) Class: 7N205 (N1)
Grade: 9
Date: 9/2014

Department: Custodial and Grounds

Educational & Experience Requirement: High School graduate or GED equivalent. Bachelor’s Degree, or training in Urban Forest, Forest Science or Arboriculture is desirable. Five years of experience in arboriculture, urban forestry management or a related field to include tree surgery, corrective cabling and safety procedures, with at least two years of supervisory experience. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Supervises and participates in the operation and administration of the arboriculture program. Responsible for the planning, directing, and supervision of the Campus Tree Program.

Supervision Given & Received: Works under minimum supervision and may assist with supervision of Groundskeepers and student assistants.

Primary Responsibilities: Manages the day-to-day operations of the Campus Tree Program to include implementing and maintaining Sam Houston State University tree inventory, preventive maintenance and tree replacement program. Develops guidelines and procedures for protecting existing trees during building renovations and new construction and assists with planning new tree installations for new construction. Provides technical expertise in tree planting, pruning, treatment for insects and diseases, tree surgery, corrective cabling, and safety procedures. Inspects damaged and diseased trees and shrubbery to determine appropriate corrective action and identifies and recommends dead and hazardous trees to be removed. Determines equipment, materials and personnel to complete work projects. Oversees the maintenance and improvement of campus tree inventory, develops records, and schedules timely tree replacement to include specifications and purchasing of replacement trees. Develops and supervises fertilization, insect, and disease control programs. Ensures adequate supplies, materials and equipment are maintained to perform work. Performs related duties as assigned.

Other Specifications: Position requires driving and operating a university vehicle; therefore, a valid Texas Drivers License and driving record acceptable to the university's insurance carrier is required. Must possess the skills required in the installation, maintenance removal, and treatment of trees in the campus landscape and be proficient in all phases of work performed. Must have the ability to obtain a Texas Department of Agriculture (TDA) Pesticide License within one year and the ability to obtain an International Society of Arboriculture (ISA) Certification within two years.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.