



USC University of
Southern California

Arborist And Landscape Project Specialist Job Description

JOB INFORMATION

<i>Job Code:</i>	179484
<i>Job Title:</i>	Arborist And Landscape Project Specialist
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.; Trains employees on specific skills and tasks as required.
<i>Job Family:</i>	Building/Groundskeeping
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Has responsibility for coordinating and assisting with the development of the tree risk assessment program at University Park Campus and Health Sciences Campus as well as other off-campus properties. Reviews construction plans and designs to ensure tree

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Associate's degree	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Certified Arborist by International Society of Arboriculture.
X		Experience in tree care, proper tree selection and planting procedure, proper tree protection in construction areas, hazard tree recognition and assessment and tree identification and diagnosis.
X		Thorough knowledge of pruning principles and techniques.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience working with contractors, project managers, and construction personnel in making tree assessment recommendations and mitigating problems with trees during construction.
	X	Bachelor's Degree in Arboriculture, Horticulture, Plant Science, Park Management, Forestry, Botany or any other related field.
	X	Certification of Tree Risk Assessment qualified by the International Society of Arboriculture.
	X	Certification of Pesticide Qualified Applicator by State of California.
	X	Experience working as an Urban Forester, Arborist, Tree Trimmer, or Landscaper with design and installation experience.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Has responsibility for coordinating and assisting with the development of the tree risk assessment program for university properties. Prepares written reports, recommendations and documentation.				
Oversees and coordinates all aspects of tree maintenance and tree contracts such as supervising contractor's work, insuring pruning specifications are followed, coordinating and meeting with tree company representatives regarding negotiations, and documenting all work done. Reviews and evaluates maintenance of trees on university properties including hazard tree recognition and assessment, tree identification and diagnosis, tree selection, planting procedures, pruning techniques, proper tree protection methods, etc.				
Reviews construction plans and designs to ensure tree protection, standards and specifications are followed. Reviews, develops and updates tree protection standards and specifications for construction areas.				
Monitors and archives important information on tree protection including during events and construction periods.				
Coordinates necessary measures to be taken to mitigate damages to trees with project managers.				
Monitors tree selections and plantings. Participates in tree selections and plantings Trains in-house staff on proper use of tools and the principles of tree pruning.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties

at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.