

Town of Scotland, CT
Tree Warden
Job Description

Job Title: **Tree Warden**

FLSA: Exempt Non-Exempt

Job Desc. Effective Date:8-10-11

Job Desc. Last Review Date:8-10-11

Job Desc. Approved By: **Scotland BOS** Date:August 10, 2011

This position is: **Elected** **Appointed** **Hired**

POSITION SUMMARY

The Tree Warden is responsible for ensuring the conservation and maintenance of trees and shrubs on public town land such as parks, town commons, public streets, schools, and town forests. This position is currently filled by the First Selectman.

JOB DUTIES

1. Ensure ongoing pruning and other maintenance of all trees and shrubs on town property.
2. Ensure that trees/shrubs on town property that are damaged or diseased are removed.
3. Ensure emergency maintenance to trees and limbs taken down or damaged during storms.
4. Remove or cause to be removed, all illegally erected signs or advertisements, placed upon poles, trees or other objects within any public road or place under the tree warden's jurisdiction.
5. Recommend regulations, including fines for violation, for the care and preservation of town trees and shrubs.
6. As required by state statute, post notices and hold hearings related to planned tree/shrub removal.
7. Plant new trees/shrubs as needed.
8. Prepare budget requests.
9. Research and make recommendations for companies to cut or prunes large trees.
10. Oversee the work of any companies contracted for tree work.
11. Interact with the general public and town departments to address inquiries related to the above responsibilities.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

SUPERVISION GIVEN

None

SUPERVISION RECEIVED

Works under the supervision of the First Selectman.

QUALIFICATIONS

1. Two years of prior experience in tree work, conservation or related field.
2. Valid driver's license.
3. Ability to use manuals and other resources to acquire information about tree care and conservation.
4. Ability to read and interpret Connecticut Statutes related to the responsibilities of Tree Warden.
5. Good public relations abilities.

TOOLS AND EQUIPMENT USED

Related documents, manuals, and other resource materials.

PHYSICAL DEMANDS

1. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
2. While performing the duties of this job, the employee may be required to walk, climb stairs, stand, talk, hear, or sit.
3. The employee must occasionally lift and/or move up to 30 pounds.
4. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

1. General office.
2. Outdoor visits to town roads and properties to review problems or potential problems; sometimes in inclement weather.

HOURS

Ad hoc as needed. May work outside of normal business hours, at night or on weekends during emergencies.

COMPENSATION

There is no compensation, or retirement or health benefits associated with this position.

The Town of Scotland is an equal opportunity employer

Employment with the Town of Scotland is "at will." The Town does not offer tenured or guaranteed employment. Either the Town or the employee may terminate the employment relationship at any time, with or without cause; with or without notice.