



## **CITY OF ATLANTA, GEORGIA CLASSIFICATION SPECIFICATION**

**Job Title: Assistant to the Director – Office of Buildings**

**Date: December 2010**

### **Purpose of Job:**

This position will provide innovative leadership for DPCD, specifically the Office of Buildings in the formulation of environmental and arborist policy initiatives. The purpose of this job is to focus on the science of tree risk evaluations, the preservation and expansion of Atlanta's tree canopy; perform arboricultural training to the Arborist Division, Office of Parks, Department of Public Works, Atlanta's Tree Conservation Commission, tree removal companies, builders and developers, and neighborhood and civic groups on Atlanta's tree ordinance and tree risk assessments. Provide leadership for the Office of Building's initiatives such as green roofs, sidewalks, tree canopy assessment, individual tree surveys, sustainable building ordinance, and tree planting. Additionally, the position will promote holistic building plan reviews that minimizes impacts on trees (to meet the City's target of an average 40% tree canopy coverage), soil and water quality; encourage green roof construction, LEED certified buildings, conservations easements, green spaces, and green sidewalks.

Duties include, but are not limited to: devising new initiatives and incentives to keep constituents and stakeholders apprised of the latest practices for buildings, streetscape and xeriscaping with native plants that meet the environmental sustainability efforts stated in the City of Atlanta's Sustainability Plan. Evaluate and monitor sustainable outcomes and provide education/training opportunities.

### **Additional Duties and Responsibilities:**

- Enlarging the tree canopy as a stated goal of overall tree resource management plan and the ordinance.
- Maintain and update an inventory of city-owned trees, including park trees.
- Estimate the value of trees as part of green infrastructure.

- Employ new and emerging tools and technologies to inventory trees, map the tree canopy, assess damage, assess value, and perform other functions related to tree resource management.

#### **Partnerships and Community Outreach:**

- Support the preservation and/or planting of trees; maintain formal partnership agreements with volunteer, nonprofit, or community groups.
- Work across boundaries with adjacent jurisdictions to preserve or enlarge the tree canopy on a watershed on multi-jurisdictional scale.
- Work with partner organizations to provide programs that educate residents on the importance of trees.

#### **Knowledge of Job**

Has considerable knowledge of arboricultural theory, science, and practice. The ability to train and present difficult concepts in an easily understood form. Ability to develop and administer training programs and curriculum that meet the objectives of the Office of Buildings' Green Initiatives. Is able to develop and implement long-term goals for the department; promote current, and appropriate arboricultural knowledge base. Has considerable knowledge of applicable standards, and regulations pertaining to the specific duties and responsibilities of the job. Ability to keep abreast of any changes in policy, methods, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with elected officials, management, employees, members of the general public and all other groups involved in the activities of the City as they relate to the department. Is able to assemble information and make oral and written reports and documents in a concise, clear, and effective manner. Have good organizational, management, human relations, and technical skills. Has the ability to comprehend, interpret, and apply arboricultural theory, science, and practice, and related information. Is knowledgeable and skilled in the use of computers.

#### **Minimum Training and Experience Required to Perform Essential Job Functions**

Master's in Environmental Management or related field required plus a combined ten years experience in arboricultural practice and experience conducting training in a non-formal setting; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job.