

Tree Planting Specialist (Botanic Specialist II - Forestry) - Open Until Filled - UPDATED

Salary

\$37.70 - \$47.30 Hourly

Location

1900 SW 4th Ave, OR

Job Type

Limited Duration

Job Number

2023-00887

Bureau

Portland Parks & Recreation

Opening Date

06/05/2023

The Position

Salary Range Updated

Are you skilled at managing urban tree plantings?

Do you want to increase tree canopy for underserved neighborhoods and residents who identify as Black, Indigenous, or People of Color in Portland?

If so, you may be the team member we are looking for!

Portland Parks and Recreation (PP&R) is hiring Tree Planting Specialists (Botanic Specialist II - Forestry) for the following **four positions**:

Limited Duration - 3

Temporary - 1

Three people will be appointed to limited term positions will be designated as regular or temporary employees whose appointment shall not exceed two (2) years except for the extension of grants or funding from outside sources. One position will be hired as a Temporary employee, whose appointment shall not exceed one year. Although three of these positions are appointed as limited term and one is appointed as temporary, this team is growing and additional permanent positions are anticipated.

Join a growing Planting Team dedicated to the mission of preserving and expanding Portland's urban forest infrastructure for current and future generations!

These positions will plan and manage urban tree planting projects. Portland is committed to growing a more equitable urban forest by planting trees where they are needed most: in low canopy, low income neighborhoods according to the City's tree planting strategy.

PP&R Urban Forestry's Planting Team is responsible for the planting and establishment of thousands of trees annually in yards, parks, and along streets. In addition to planting and establishment, the team conducts outreach with communities most in need of trees, promotes planting opportunities, and supports continued care of trees through stewardship and education. The team focuses on serving Black, Indigenous, People of Color, low-income residents, and East and North Portland neighborhoods. The Planting Team manages the Free Street Trees Program, the Yard Tree Giveaway Program, the Learning Landscapes Program, park tree plantings, and plantings for other City of Portland bureaus.

These positions are skilled at managing all aspects of urban tree planting projects. These aspects include the design, implementation, and closeout of planting contracts and projects. Excellent communication, outreach, and organization skills are required. The ability to successfully work with diverse communities, property owners, businesses, and agencies to plant trees is essential.

Eligible candidates from this recruitment may be used for future opportunities.

What you'll get to do:

1. Manage urban tree planting and establishment projects for rights-of-way, City, and private property.
2. Expand tree planting opportunities in underserved neighborhoods by identifying appropriate planting locations through conducting site surveys, submitting utility locates, selecting planting sites and species, and creating maps and schedules for planting and establishment.
3. Manage contracts and contractors for urban tree procurement, planting, and establishment; ensure work conforms to specifications and plant materials meet City quality standards.
4. Perform project management, including estimating costs; creating and maintaining standard operating procedures and documentation; monitoring and communicating project status; collecting, organizing, and analyzing data; evaluating program performance; reporting on project outcomes; delegating project tasks; organizing and leading meetings; and coordinating with other City bureaus.
5. Manage property owner correspondence and notifications, respond to concerns, and provide customer service.
6. Conduct community outreach, including attending and presenting at public meetings, collaborating with Black, Indigenous, and People of Color organizations, and fostering partnerships.
7. Lead seasonal staff and volunteers to conduct site inventory, mapping, tree monitoring, and planting.

8. Maintain ArcGIS tree planting database with site, tree, and monitoring information; produce maps and reports.

The Botanic Specialist II – Forestry classification is represented by PROTEC17. To view this labor agreement, please go to: <https://www.portland.gov/bhr/employee-relations/labor-relations/labor-agreements> and click on the appropriate link.

As a person, you are:

- **Someone who Values Diversity, Equity, and Inclusion (DEI):** Embrace anti-racism through intentional partnership, self-awareness, and action, showing cultural humility, advocacy, and mindfulness. Use DEI concepts to guide and inform your work.
- **An Equitable Leader:** Experience leading and mentoring people and creating and maintaining an inclusive, respectful, and culturally responsive workplace.
- **Safety Conscious:** Incorporate safety into all your decisions.
- **Emotionally Intelligent:** Motivated, team-oriented, and empathetic.

About Urban Forestry and Portland's Forest:

Urban Forestry's mission is to manage and ensure Portland's urban forest infrastructure for current and future generations. Portland's urban forest is valued at over \$6 billion and comprised of over 1.2 million park trees, 218,000 street trees and 2.9 million private property trees. The Urban Forestry's team is responsible for the overall management, stewardship, and improvement of this essential infrastructure system. Urban Forestry's work includes delivery of sustainable and equitable forest services to all Portlanders; establishing and enacting best management practices, plans, policies and technical standards for tree care and protection and urban forest expansion; implementing, enforcing and proposing improvements to the City's tree regulations; providing tree maintenance services including 24/7 response to tree emergencies on City properties and public streets; tree planting and expansion of urban forest services; measurement and assessment of urban forest coverage, health and services; offering community education and stewardship programs; and oversight and support of the City's volunteer advisory tree board. Portland is a Tree City USA for 45 years, a Tree City of the World and the Urban Forestry program is accredited by the Society of Municipal Arborists.

About the Bureau:

Portland Parks & Recreation (PP&R) is committed to the overall Citywide vision that race will have no detrimental effect on people of color, refugee, and immigrant communities in accessing our parks and natural areas, or from the benefit of our services. We recognize, understand, and encourage celebration of the differences that surround us. Diversity and equity are vital to PP&R's ideals and values. The City of Portland, Oregon is a growing and diverse city of 650,000 residents, nearly 20% of whom speak languages other than English at home. PP&R values a diverse workforce and seeks ways to promote equity and inclusion within the organization and with the public. ***PP&R encourages applications from candidates with knowledge, ability and experience working with a broad range of individuals and communities with diverse racial, ethnic, and socio-economic backgrounds. Bilingual candidates are***

encouraged to apply and language pay differential may be available for language skills.

City of Portland Core Values: Anti-racism | Communication | Collaboration | Equity | Transparency | Fiscal Responsibility

These values guide our actions as we serve the community and engage our workforce. To learn more about the City's core values, please click here:
https://www.portlandonline.com/bhr/article/763427%22%20/t%20%22_blank

Why work at the City of Portland?

The City of Portland workforce serves a population of over 650,000. We are culture- and solutions-driven, viewing every challenge as an opportunity to learn, improve, and share our expertise. We are committed to removing systemic barriers to resources, access, and opportunity. The City is a believer in **ALL** people and continues to actively recruit and retain diverse top talent every day. We offer a comprehensive benefits package, including but not limited to medical, dental, vision, healthcare flexible and/or dependent care spending accounts, Carrot Fertility, basic life, short- and long-term disability coverage to eligible employees and their families. If you are open-minded, motivated, community-focused, and self-aware, please apply yourself at the City of Portland today.

The City of Portland also participates in the Oregon Public Employees Retirement System (PERS).

To Qualify

Applicants must specifically address and demonstrate in their supplemental question responses and resume how their education, training, and/or experience, meet each of the following minimum qualifications:

1. Experience managing urban forestry planting projects, including design, site evaluation, species selection, procurement, planting, and establishment by following arboriculture best management practices.
2. Experience preparing clear, concise, and comprehensive reports, studies, maps, specifications, and other written materials for urban forestry projects.
3. Experience using GIS and other software related to urban forestry data management and analysis to collect, organize, and analyze data.
4. Experience communicating and engaging with diverse communities and individuals, including residents identifying as Black, Indigenous, and People of Color and those living with low incomes.

Applicants must also possess:

- A valid state driver's license and acceptable driving record at the time of hire.
- The ability to perform both office and outdoor work in all weather conditions.
- The ability to sit, stand, and walk over uneven terrain.

- The ability to stoop or bend.
- The ability to lift up to 25 pounds.

The Recruitment Process

An evaluation of each applicant's training and experience, as demonstrated in your resume and responses to the supplemental questions weighted 100%. **Do not attach materials not requested.** Only candidates who meet the minimum qualifications will be placed on the equally ranked eligible list. You have 14 days from the notice of the examination results to let us know if you disagree with your results. Please read the City of Portland Administrative Rule 3.01 for complete information. ***Additional evaluation may be required prior to establishment of the eligible list and/or final selection.*** ^[17] _[SEP]

- Job Posting closes: June 26, 2023
- Applications Reviewed: week of June 26, 2023
- Eligible List / Notices Generated: week of July 3rd, 2023
- Interviews: Late July 2023
- Job Offer: August 2023

This is an open until filled recruitment: Open until filled recruitments have multiple review periods and can be open for up to 3 months.

If you apply and are notified you **meet minimum qualifications/placed on the eligible list, please do not reapply.**

- Any applications received after being placed on the eligible list **will not** be reviewed and will be rejected as a duplicate application.
- If you apply and are notified you **do not meet qualifications** and the recruitment is still **open**, you **may reapply** and update your materials.

*Timeline is approximate and subject to change.

Application Instructions

Applicants must submit a professional resume and responses to the supplemental questions online, specifically focused on your qualifications for this position as identified in the "To Qualify" section of this announcement in accordance with the following Application Instructions:

- Your résumé and responses to the supplemental questions will be the basis for our evaluation of your qualifications for this position. Incomplete or inappropriate information may result in disqualification.
- Your responses to the supplemental questions should include details describing your education, training and/or experience, and where obtained, which clearly reflects your qualifications for each of the numbered items in the "To Qualify" section of this announcement.
- Your résumé should support the details described in your responses to the supplemental questions.
- If you are requesting Veteran's Preference, as identified below, please describe in your responses to the supplemental questions and résumé any transferrable skills obtained during your military service and how they relate to each of the required minimum qualifications under the "To Qualify" section above.

Please note, all completed applications for this position must be submitted no later than **on the closing date and time of this recruitment. All applications must be submitted via the City's online application process. Do not attach materials not requested. E-mailed and/or faxed applications will not be accepted.**

Additional Information

Work Status: Non-citizen applicants must be authorized to work in the United States at the time of application.

Veterans' Preference: If you are requesting Veterans' Preference, attach a copy of your DD214/DD215 and/or Veterans Administration letter stating your disability to your profile, as well as checking the box identifying yourself as a Veteran. You must request Veterans' Preference AND include a copy of your documentation for each recruitment to which you apply. *Veterans' Preference documentation must be submitted no later than the closing date and time of this recruitment.*

ADA, Pregnancy, and Religious Accommodations: If you identify as a person with a disability, are pregnant or nursing, or observe a religious practice(s), and would like to request a reasonable accommodation when applying for this job, please contact the Recruiter below for assistance.

Equal Employment Opportunity: It is the policy of the City of Portland that no person shall be discriminated against based on race, religion, color, sex, marital status, family status, national origin, age, mental or physical disability, protected veteran status, sexual orientation, gender identity, or source of income. The City values diversity and encourages everyone who is interested in employment with the City to apply.

Language Pay Differential

City of Portland employees who speak one or more languages in addition to English, may be eligible to receive a "language pay differential." This is compensation for qualifying multilingual City employees who use their language skill to assist the community. More about the language pay differential can be found [here](#).

Did you know? The City of Portland has How to Apply Videos and offers How to Apply Classes. **If you have questions after watching the videos you are invited to contact the recruiter listed on the announcement or starting in April 2023 you are invited to attend the Question and Answers session. If you prefer to attend a virtual class, they are also available once a month.**

Contact Information

Anna Morgan, Senior Recruiter
Bureau of Human Resources
Anna.Morgan@portlandoregon.gov

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To apply: <https://apptrkr.com/4411812>