

## The Position



# PORTLAND PARKS & RECREATION<sup>SM</sup>

Healthy Parks, Healthy Portland

**Job Appointment:** Full-Time

**Typical Schedule:** Monday - Friday 7am - 3:30pm, alternate schedule may be available after probation.

**Work Location:** Hybrid - 1900 Building SW 4th Avenue, Portland, OR 97201. Remote work must be performed within Oregon or Washington. For more information, [click here](#).

**Benefit:** Please check our benefits tab for an overview of benefits for this position

**Application Material:** Please click APPLY to submit your application via the City of Portland's online portal. You will need to respond to the supplemental questions and attach a resume.

### Position Summary:

Portland Parks & Recreation is seeking a highly motivated and experienced Urban Forestry Supervisor within the permitting and regulation team with a focus on Major, Capital, and Maintenance (MCM) projects. This role is essential in ensuring the effective application and interpretation of the City of Portland's Tree Code to capital projects across the city. This position requires skill in working with a variety of people, negotiating complex permitting and regulatory situations, and providing innovative program oversight and growth. The ideal candidate will possess strong leadership skills, a deep understanding of the application of municipal tree regulations in development, and the ability to promote workplace diversity and a positive workplace environment. This role offers the opportunity to make a direct impact on Portland's green spaces, fostering a healthier, more sustainable urban environment for all residents.

### What you'll get to do:

- **Understand**, interpret, and apply International Society of Arboriculture (ISA) Best Management Practices and Tree Code regulations to major, capital, and maintenance projects throughout the city.
- **Develop** and implement program improvements to enhance the efficiency and effectiveness of tree regulatory processes in capital development projects.
- **Collaborate** with the City Forester, Permitting & Regulation Manager, Portland Permitting and Development, and city infrastructure bureaus (Transportation, Water, Environmental Services, etc.) to oversee and

implement Tree Code regulations as they pertain to major, capital, and maintenance projects throughout the city.

- **Manage**, oversee, and assess the successful performance of staff, fostering a safe, equitable, collaborative, inclusive, and productive work environment.
- **Oversee** the day-to-day functions of the Urban Forestry Major, Capital, and Maintenance (MCM) program, exercising independent judgment to meet program objectives and ensuring high-quality service delivery.

### **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, 240,000 street trees and 2.9 million private property trees. The [Urban Forestry 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 48 years; a [Tree City of the World](#) and the Urban Forestry program is [accredited](#) by the Urban and Community Forestry Society (formerly 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, abilities, and socio-economic backgrounds.** Although not required, PP&R encourages candidates that can fluently speak another language to include that information in their application materials. Multilingual candidates are encouraged to apply.

### Virtual Zoom Meet & Greet Opportunity

Come meet the hiring manager and the senior recruiter! We'll be talking about the position duties and responsibilities, day to day life in the role, review the announcement, discuss how to apply, and answer questions you may have about the position.

November 19, 2024  
12:00 PM Pacific Time (US and Canada)

Join Zoom Meeting  
<https://us06web.zoom.us/j/84424207109>  
Meeting ID: 844 2420 7109

#### Have a question?

Contact Information:

TroyLynn Craft  
Senior Recruiter

[troylynn.craft@portlandoregon.gov](mailto:troylynn.craft@portlandoregon.gov)

#### To Qualify

The following minimum qualifications are required for this position:

1. **Experience** as a lead or supervisor practicing employee supervision, including training, scheduling, performance evaluation and promoting a safe, equitable workplace.
2. **Experience** working independently with strong initiative and sound judgment to oversee and manage a municipal urban forestry program's daily functions and responsibilities.
3. **Ability** to communicate effectively, both verbally and in writing; present information, reports, and recommendations clearly and persuasively; and establish and maintain effective working relationships with management, staff, and external stakeholders.
4. **Experience** managing a diverse workload that applies the principles of urban forest management and municipal regulation, including skills in tree risk assessment, permitting, code implementation and compliance, and best practices in urban forestry.
5. **Experience** interpreting site plans for development projects, reviewing arborist reports, and utilizing modern permitting management systems to track data, generate reports, and manage workflows accurately.

*Applicants must also:*

- *Hold a valid state driver's license and an [acceptable driving record](#).*

- Obtain the ISA Certified Arborist credential prior to the end of the probationary period.
- For more information about this certification [click here](#).
- Obtain the ISA Tree Risk Assessment Qualification (TRAQ) credential prior to the end of the probationary period.
- For more information about this certification, [click here](#).

## The Recruitment Process

### STEP 1: Apply online between **November 11 - December 2, 2024**

- *Required Application Materials:* Resume
- Answer to the Supplemental Questions (click on the Questions tab to preview the questions)

#### *Optional Application Materials:*

- If you would like to request Veteran's Preference, please submit your Veteran documents (ex, DD214-Member 4, VA Benefit Letter, etc.) by the closing date of the recruitment.

#### Application Tips:

- 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.
- **How We Determine Pay:** The City of Portland is covered by the [Oregon Equal Pay Act](#). Your salary is determined based on the experience listed in your resume that is directly related and equivalent to the position for which you are applying. It is strongly encouraged to include any transferable experience (paid or unpaid regardless of how recent) to ensure your offer is reflective of all your relevant experience.
- **Do not attach any additional documents.**
- **Please note**, all completed applications for this position must be submitted no later than on the closing date and time of this recruitment.
- You may use AI tools to assist with your job application, but please be sure to personalize your responses to supplemental questions. Avoid copying and pasting. We encourage using AI to generate ideas and then tailor them to reflect your own experiences and skills.
- All applications must be submitted via the City's online application process.
- E-mailed and/or faxed applications will not be accepted.

## **Step 2: Minimum Qualification Evaluation: [Week of December 2, 2024](#)**

- An evaluation of each applicant's training and paid and unpaid experience, as demonstrated in their resume and supplemental questions, weighted 100%.
- 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.
- You have 14 days from the notice of the minimum qualification evaluation results to let us know if you would like to review and discuss your evaluation result. 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.

## **Step 3: Establishment of Eligible List: [Week of December 9, 2024](#)**

- Candidates who meet the minimum qualifications will be placed on the equally ranked eligible list.

## **Step 4: Selection (Interview): [Late December - Early January](#)**

- Hiring bureau will review and select candidates for an interview.

## **Step 5: Offer of Employment**

### **Step 6: Start Date:**

- A start date will be determined after all conditions of employment have been met.

**\*Timeline is approximate and subject to change.**

### **Additional Information**

**[Click here](#) for additional information regarding the following:**

- **City of Portland Core Values**
- **Recruitment Process - Work Status**
- **Equal Employment Opportunity**
- **Veteran Preference**
- **ADA, Pregnancy, and Religious Accommodations**  
**An Equal Opportunity / Affirmative Action Employer**

**[Apply Here](#)**

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