The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 21  
Fiscal Year: 2014/2015  
Posted Date: 10/23/2014  
Reposted Date: 

**AMEND THE FOLLOWING JOB SPECIFICATION(S):**  
*(Job specification(s) attached.)*

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>3434</td>
<td>Arborist Technician</td>
</tr>
<tr>
<td>2</td>
<td>3436</td>
<td>Arborist Technician Supervisor</td>
</tr>
</tbody>
</table>

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@sfgov.org.


**cc:** All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Support Services  
Micki Callahan, DHR  
Jennifer Johnston, CSC  
Sandra Eng, CSC  
Linda Cosico, DHR  
Maria Newport, SFERS  
Risa Sandler, Controller/Budget Division  
Devin Macaulay, Controller/Budget Division  
Theresa Kao, Controller/Budget Division  
E-File
INTRODUCTION

Under general supervision, performs duties involving the maintenance and removal of trees and other vegetation and performs related duties as required. The essential functions of this class include climbing up trees and/or using aerial lift equipment to reach dead, damaged or unwanted limbs or tree tops for removal and pruning, or for purposes of complete tree removal; performing various types of rigging with cranes, skitters, tractors and other heavy equipment; preparing brush for disposal, operating chipper and driving aerial lift equipment vehicles, heavy loader trucks or other required vehicles. Nature of the work involves exposure to a high risk of physical injury to the employee and constant vigilance to public safety. Positions in this job code require considerable physical demands, manual dexterity with frequent exposure to arduous and disagreeable working conditions, including inclement weather.

DISTINGUISHING FEATURES

None

SUPERVISION EXERCISED

None

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Assesses and evaluates condition of trees and other vegetation; maintains tree inventories.
2. Climbs trees and removes dead, diseased or otherwise damaged or unwanted limbs or tree tops; prunes, fells and cuts up trees; piles trimmings for pick up and disposal.
3. Performs various types of rigging in connection with this work; operates chain and hand saws, aerial ladder truck, chipper, and other equipment.
4. Drives heavy equipment.
5. Performs related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: methods, materials and equipment used in trimming and caring for trees; mechanical aptitude in the use of power saws and other equipment. 
Ability and skill to: perform necessary roping and rigging connected with this work.
MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Three (3) years of verifiable experience as a Tree Topper tree work professional. Duties must have included climbing trees of considerable height for the purposes of removing tree limbs, treetops or tops entire tree. Experience in pruning trees or pruning from a ladder is not qualifying experience.

Some positions require possession of a Class B driver’s license with no air brakes restriction to operate various job related equipment. Possession of a this valid Class B license will be required at the time of appointment for these positions.

LICENSE AND CERTIFICATION

Possession of a valid California Class B driver’s license with no air brakes restriction is required upon appointment.

SUPPLEMENTAL INFORMATION

Note: The City and County of San Francisco's Substance Abuse Policy, in compliance with the Department of Transportation Omnibus Transportation Employee Testing Act of 1991 applying the Federal Highway Administration regulations, requires drug and/or alcohol testing for employees in "safety-sensitive" positions. Arborist Technician positions are "safety-sensitive" positions. The selected applicants will be required to take and pass a pre-employment drug test as a condition of hire and shall be required to submit to random drug and/or alcohol tests, post accident tests and reasonable cause tests during employment. Prior to appointment, if appropriate, each applicant will be required to sign a consent form authorizing the City to contact his/her employer(s) for the immediately preceding two years concerning his/her drug and alcohol testing results under the DOT. Failure to sign this form will automatically disqualify applicants from taking the examination.

Safety Sensitive Positions Requirements:
In compliance with the Department of Transportation Omnibus Transportation Employee Testing Act of 1991 employing the Federal Motor Carrier Safety Administration (FMCSA) and Federal Transit Administration (FTA) regulations, drug and alcohol testing for employees in "safety-sensitive" positions are required. The selected applicants for safety-sensitive positions will be required to pass a Pre-Employment drug test prior to appointment and shall be subject to Random, Post-Accident, Reasonable Suspicion, Return-To-Duty, and Follow-Up testing during employment. Prior to appointment to an FMCSA position, each applicant who has participated in a DOT drug
Title: Arborist Technician
Job Code: 3434

and alcohol testing program within the immediately preceding two years will be required to sign a consent form authorizing the City to contact his/her prior employers concerning his/her drug and alcohol test history.

PROMOTIVE LINES
To: 3436 Arborist Technician Supervisor I

ORIGINATION DATE: 5/19/00

REASON FOR AMENDMENT: To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN, SFMTA
INTRODUCTION

Under direction, is responsible for the assignment and supervision of a crew of arborist technicians engaged in pruning and felling trees and limbs. Requires responsibility for scheduling work and directing methods and procedures used in topping and trimming trees and other vegetation, involving hazards to employees or public safety. Nature of duties involves occasional participation in tree topping work requiring considerable physical effort and manual dexterity with exposure to accident and injury hazards and disagreeable elements and working conditions.

DISTINGUISHING FEATURES

None

SUPERVISION EXERCISED

Supervises employees in class 3434 Arborist Technician

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Supervises and directs a crew of arborist technicians in the pruning and removal of trees and limbs; exercises judgment in appraising condition of trees, especially with regard to public safety; supervises the use of rigging and other equipment.

2. Drives and operates an aerial boom truck and supervises subordinates in its use; repairs and maintains equipment such as rigging and power saws.

3. May occasionally perform the duties of an arborist technician; requisitions supplies and equipment as needed; keeps records of activities and makes required reports.

4. Performs related duties as required

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the methods, materials and equipment used in trimming and caring for trees.

Ability and skill to: perform the necessary rigging used in this work; supervise subordinates engaged in hazardous tree topping operations.
MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Experience: three Four years of verifiable experience in the performance of duties of as an arborist technician. Duties must have included climbing trees of considerable height for the purpose of removing tree limbs, treetops or entire tree. Experience in pruning trees from a ladder is not qualifying experience. AND

LICENSE AND CERTIFICATION

Possession of a valid California Class B driver’s license with no air brakes restriction.

SUPPLEMENTAL INFORMATION

Safety Sensitive Positions Requirements:
In compliance with the Department of Transportation Omnibus Transportation Employee Testing Act of 1991 employing the Federal Motor Carrier Safety Administration (FMCSA) and Federal Transit Administration (FTA) regulations, drug and alcohol testing for employees in "safety-sensitive" positions are required. The selected applicants for safety-sensitive positions will be required to pass a Pre-Employment drug test prior to appointment and shall be subject to Random, Post-Accident, Reasonable Suspicion, Return-To-Duty, and Follow-Up testing during employment. Prior to appointment to an FMCSA position, each applicant who has participated in a DOT drug and alcohol testing program within the immediately preceding two years will be required to sign a consent form authorizing the City to contact his/her prior employers concerning his/her drug and alcohol test history.

PROMOTIVE LINES

From: 3434 Arborist Technician

ORIGINATION DATE: 7/1/77 (Retitled)


REASON FOR AMENDMENT: To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN, SFMTA