



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 580449

Office Title: Chief of Forestry Operations

Civil Service Title: Administrative Horticulturist

Title Code No: 10071 **Level:** MV

Salary: \$140,000

Number of Positions: 1 **Work Location:** TBD

The Environment and Planning Division aims to protect, restore, and expand New York City Parks and manage natural areas and tree canopy, all to maximize benefits for environmental and community health and resilience.

Major Responsibilities

- Under the direction of the Assistant Commissioner of Forestry and Horticulture, with wide latitude for the exercise of independent judgment and decision-making, oversee forestry maintenance operations throughout the five boroughs of New York City.
- Participate in the development and implementation of forestry standards, policies, procedures and performance metrics.
- Plan, coordinate and direct the delivery of forestry programs throughout the city.
- Analyze and adjust operations based on performance measurements, efficiency, equity and customer service.
- Coordinate with the Chief of Forestry Programs to ensure complimentary implementation of tree preservation and contract programs and operations.
- Liaise with other Parks divisions and City agencies to optimize maintenance and procurement of forestry vehicles and equipment.
- Plan, coordinate, and direct Forestry Operations in response to forestry storm emergencies, coordinating with Agency executive staff, other Agency divisions and other City and State agencies.
- Contribute to the development and management of forestry training, safety, certification and workforce development programs.
- Direct borough forestry management, crew supervision, and field crews to prioritize safety throughout forestry operations.
- Contribute to the division's stewardship efforts and apply GIS & analytical tools, scientific research, monitoring, and adaptive management to enhance policy decisions and program management.
- Work with senior staff on all associated budget, procurement, personnel, administrative, productivity reporting, database management, tracking and related programs for the entire division.
- Develop policy and ensure coordination and effective delivery of forestry services to other divisions of the agency, other agencies, and the public and to obtain support from other divisions as appropriate. Help plan and implement staff training programs.
- Manage and motivate assigned staff to meet agency objectives. Foster teamwork and positive relations among Parks staff in accordance with the Agency's Diversity, Equity, Inclusion and Belonging (DEIB) policies.
- Work with supervisors and managers on progressive discipline to ensure that staff are given adequate feedback and fair evaluations. Communicate clearly and effectively with all levels of management. Mediate sensitive and complex situations involving employees, community groups, and/or labor unions.
- Pursue grants and funding and develop partnerships with other agencies, environmental groups and universities.
- Manage complex jobs and projects that require prompt attention and resolution. Address and resolve time-sensitive issues that impact agency services and/or completion of division and agency initiatives.
- Represent the Agency and division at meetings, hearings, conferences and other venues.

Qualification Requirements

1. A baccalaureate degree from an accredited college with major study in horticulture, arboriculture or landscape architecture and four years of full-time, paid experience in horticultural work of which two (2) years must have been in a supervisory, administrative, consultative, managerial or executive capacity; or
2. A satisfactory equivalent. However, all candidates must have at least a high school diploma or evidence of having passed an examination for a high school equivalency diploma and one year of supervisory, administrative, consultative, managerial or executive experience as described above.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required within 90 days of hire for all other candidates.

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Preferred Skills/Qualifications

1. A master's degree with a specialization in forestry or a related subject; or 10 years of experience in forestry or related field.
2. Strong knowledge of agency structure and divisions and/or government operations.
3. Familiarity with the Agency's Forestry Management System and Tree Risk Management policies and procedures.
4. Certification as an Arborist, Board Certified Master Arborist, or Qualified Tree Risk Assessor from International Society of Arboriculture.
5. Excellent executive level skills in management, administration, supervision, and communication. Record of collaborative and goals-based accomplishment.
6. Demonstrated commitment to principles of diversity, equity, inclusion and belonging in the workplace.
7. At least five years of direct supervision of supervisory and line staff in diverse task areas including technical functions.
8. Experience in fiscal and personnel management, contracts, and inventory management.
9. Proficiency in computer software including, Microsoft Word, Excel, Access, PowerPoint and Internet usage.
10. Valid New York State driver license.
11. Availability to work evenings and weekends.

How to Apply

Parks Employees:

1. From a Parks computer: Access **Employee Self Service (ESS)** from the Parks Intranet under Applications or use this link: <https://hrb.nycaps.nycnet/>. Once in **ESS**, go to Careers and search for **Job ID# 580449**. Do not access **ESS** using nyc.gov/ess from a Parks computer.

Parks & City Employees:

2. From a Non-Parks computer: Access **Employee Self Service (ESS)** by going to nyc.gov/ess or use this link: <https://a127-ess.nyc.gov/>. Once in **ESS**, go to Careers and search for **Job ID# 580449**.

Include your ERN and **Job ID# 580449** on your cover letter and resume.

All other applicants:

Click here to apply: [Chief of Forestry Operations](#) OR

Go to nyc.gov/careers/search and search for **Job ID# 580449**.

POST DATE: 03/24/2023

POST UNTIL: 04/21/2023

NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request.

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