



## CLASS TITLE | FORESTRY ASSOCIATE

PAY GRADE: SE-04 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Effective Date: 04/29/2026

CLASS CODE: 8565

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**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for a variety of Urban Forestry program activities including updating the park tree inventory, work planning, plant health care tasks, periodically working on general maintenance activities, and other related duties as assigned.

### ESSENTIAL TASKS:

- Update, collect and manage tree inventory data in parks using field tools and GIS equipment
- Plan and coordinate tree maintenance activities; including routine pruning, required removals, pest management and plant health care needs
- Audit contractor work crews for compliance with planned work to ensure compliance with standards and guidelines
- Performs maintenance activities, including planting, watering, pruning, and removing trees, shrubs, and ornamental plants
- Apply pesticides and herbicides and complete required records
- Operates light to medium automotive vehicles and specialized outdoor power equipment
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of 60 college hours from an accredited college or university with an emphasis in forestry, arboriculture, environmental science, horticulture, landscape architecture or closely related field; **and**,
- (b) Experience with natural resources or urban forestry programs *preferred*

### Knowledge, Abilities and Skills:

Knowledge of:

- Basic principals of arboriculture and urban forestry

Ability to:

- Identify common tree species, diseases, pests and their management
- Assess tree health and identify potential problems
- Work independently and as a member of a team
- Understand written and verbal communication and communicate effectively
- Operate various types of power equipment and hand tools
- Follow safety procedures and protocols



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Skill in:

- Collecting and recording field data using various tools and technologies
- Utilizing various computer software packages
- Time management
- Communicating across a diverse group of internal and external customers professionally

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent walking, standing and lifting, carrying, and pulling up to ten pounds, with occasional lifting and carrying up to 50 pounds; frequent balancing, bending, handling, climbing, smelling and twisting; occasional reaching, kneeling, crawling and feeling; vision, speech and hearing sufficient enough to perform the essential tasks; ability to hike and walk on uneven terrain.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license.

**WORKING ENVIRONMENT:** Working environment ranges from indoor and outdoor settings; may require some evening and/or weekend work.

**EEO Code: N-08**

**Group: Labor and Trades**

**Series: Unskilled and Semiskilled**