

BU Job Series Matrix

Job Family: Physical Environmental Services	Job Series: Tree Specialist	Job Series Code: W70
<p>Job Series Summary: This series of job classifications includes positions in which the major duties involve maintaining good health and appearance in mature trees on the campus. This involves climbing, pruning, removing dead limbs, treating for diseases and pests, as well as additional similar duties as required.</p> <p>There are three levels in the series, Tree Specialist I, II, and Tree Specialist Lead. They are differentiated on the basis of degree of independence and complexity of duties</p>		
Job Title: Tree Specialist I	Job Title: Tree Specialist II	Job Title: Tree Specialist Lead
Job Classification Code: 8090	Job Classification Code: 8098	Job Classification Code: 8100
Pay Range: A20	Pay Range: A26	Pay Range: A28
Exemption Classification: Non-exempt	Exemption Classification: Non-exempt	Exemption Classification: Non-exempt
Effective/Revision Date: 09/01/2019	Effective/Revision Date: 09/01/2019	Effective/Revision Date: 09/01/2019
Job Responsibilities	Job Responsibilities	Job Responsibilities
<ul style="list-style-type: none"> Under the direction of a lead or supervisor or the oversight of a Tree Specialist II, these employees perform a variety of duties related to maintenance and care of trees; some duties are performed in a training capacity. The Tree Specialist receives detailed instructions for each job, is directed to do work during progress, and is trained in the skills, knowledge and safety procedures required for higher-level work. 	<ul style="list-style-type: none"> Under the direction of a lead or supervisor, employees in this classification perform complex Tree Specialist duties. Employees in this classification maintain and care of trees on campus for acceptable physical appearance and healthy condition. Most work is performed independently following consultation with the supervisor. The supervisor determines the priorities of jobs. Tree Specialist IIs instruct and provide close guidance to a team throughout an operation. They promote learning and following all necessary safety procedures. 	<ul style="list-style-type: none"> Under general direction of a supervisor, employees in this classification are assigned the responsibility to lead and direct one or more Tree Specialist Is and/or Tree Specialist IIs in addition to performing the duties specified for the Tree Specialist II classification. Employees at this level do not have supervisory authority over other employees and are not expected to exercise independent judgment on final decisions regarding quality or quantity of work produced by such employees, or personnel actions such as hiring, promotion, discharge or disciplinary measures.
Characteristic Duties The duties listed under this section are designed to provide a representative sampling of key tasks and/or responsibilities associated with the job. They are not intended to be a complete list of all the duties performed by employees in the classification.	Characteristic Duties The duties listed under this section are designed to provide a representative sampling of key tasks and/or responsibilities associated with the job. They are not intended to be a complete list of all the duties performed by employees in the classification.	Characteristic Duties The duties listed under this section are designed to provide a representative sampling of key tasks and/or responsibilities associated with the job. They are not intended to be a complete list of all the duties performed by employees in the classification.

<ul style="list-style-type: none"> • Remove parts of trees, or assist in the removal of whole trees. • Prune and perform other operations as directed to maintain good physical appearance and healthy conditions of trees for continued growth. • May spray or power wash trees. Under direction, set up and use high-work safety equipment, such as rope and saddle apparatus. • Follow safety procedures as specified for all equipment. • Adhere to safety rules. 	<ul style="list-style-type: none"> • Diagnose common diseases, pests and other problems in trees; recommends care and treatment. • Prune or remove whole trees. • Perform or oversee spray treatment for diseased or pest-infested trees; prepare and use sprays and advise and instruct others in spraying. • Suggest replacement of trees. • Is alert for early indications of tree problems and communicates concern to lead or supervisor. 	<ul style="list-style-type: none"> • Assign and explain tasks to workers based on instructions specifications received from supervisor • Inspect work for conformance with specifications. • Train employees to meet quality and quantity standards. • Advise supervisor of work progress. • Promote adherence to safety rules. • Promote conformance with OSHA and ANSI standards. Assist supervisors or other employees to solve task-related problems. • May perform any of the duties described in the Tree Specialist II specification or other duties as assigned.
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	<ul style="list-style-type: none"> • May oversee the work of other employees assigned to assist; may guide employees. • Oversee or perform limb and stump chipping. • May perform any of the duties described in the Tree Specialist I specification or other duties as assigned. • Adhere to safety rules. 	<ul style="list-style-type: none"> • Adhere to safety rules.
Minimum Education and Experience Required	Minimum Education and Experience Required	Minimum Education and Experience Required
<ul style="list-style-type: none"> • High School diploma or GED and one years' experience in the Arboriculture trade, grounds work, grounds keeping, tree equipment operation, and/or related work, or a combination of education and relevant experience. 	<ul style="list-style-type: none"> • High School diploma or GED and three years' experience in the Arboriculture trade, grounds work, grounds keeping, tree equipment operation, and/or related work, or a combination of education and relevant experience 	High School diploma or GED and five years' experience in the Arboriculture trade, grounds work, grounds keeping, tree equipment operation, and/or related work, or a combination of education and relevant experience
Minimum Qualifications	Minimum Qualifications	Minimum Qualifications

<ul style="list-style-type: none"> • Practical knowledge of growth requirements of plants and trees in general and/or practical knowledge of grounds equipment. • Basic tree identification knowledge. • Demonstrated strong communication skills (both verbal and written). Ability to understand and follow job-related instructions given in English, either verbally or in writing. • Basic computer systems knowledge for work order and time entry. • Ability to use a variety of hand and power tools and equipment, as directed: including but not limited to: power chain saws, stump grinders, chippers, pruners, tractors, farm implements, boom lift trucks. 	<p>Tree Specialist II has all of the qualifications described in the Tree Specialist I specification plus the following qualifications:</p> <ul style="list-style-type: none"> • Must be proficient in all the skills of tree working, such as pruning, limb removing, and similar typical duties. • Strong plant identification knowledge. • Must be proficient in the use of all hand and power tools required, including when working at heights up to approximately 120 feet and from a variety of apparatus, such as ropes and saddles, and boom lift trucks. • Ability to choose appropriate tools and equipment for each job. • Ability to recognize and diagnose all problems common tree diseases. • Must have a practical knowledge of the growth characteristics and requirements of the trees. Knowledge of the safety procedures required in the work, including what particular apparatus and methods should be used for a given job. 	<p>The Tree Specialist Lead has all of the qualifications described in the Tree Specialist II specification plus the following qualifications:</p> <ul style="list-style-type: none"> • Experience scheduling and directing a working tree crew. • Skilled in tasks they direct and be able to solve task-related problems. • Ability to affect good working relationships with other others. • Good customer service skills.
Certificates and Licenses Required	Certificates and Licenses Required	Certificates and Licenses Required
<ul style="list-style-type: none"> • Valid California Non-commercial Class C Driver's license. 	<ul style="list-style-type: none"> • Valid California Non-commercial Class C Driver's license. • Must have Tree Worker Certification. Certified Arborist preferred. 	<ul style="list-style-type: none"> • Valid California Non-commercial Class C Driver's license. • ISA, Certified Arborist.

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Physical Requirements	Physical Requirements	Physical Requirements
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<ul style="list-style-type: none"> • Ability to obtain and maintain a California Non-commercial Class C Driver's License. • Ability to climb and work as high as 120 feet. • Constantly stand/walk, climb (ladders, scaffolds, or other), twist/bend/stoop/squat, reach/work above shoulders, lift/carry/push/pull objects that weigh up to 20 lbs. • Frequently use a telephone, perform work which requires light/fine/forceful grasping, operate hand/or foot controls, lift/carry/push/pull objects that weigh 20- 40lbs unassisted and up to 100 pounds with assistance. • Occasionally perform seated work, desk based computer tasks, write by hand, kneel/crawl, shovel/rake/sweep/chop, and lift/carry/push/pull objects that weigh greater than 40lbs unassisted and up to 100 pounds with assistance. • Rarely sort/file paperwork or parts. 	<ul style="list-style-type: none"> • Ability to obtain and maintain a California Non-commercial Class C Driver's License. • Ability to climb and work as high as 120 feet. • Constantly stand/walk, climb (ladders, scaffolds, or other), twist/bend/stoop/squat, reach/work above shoulders, lift/carry/push/pull objects that weigh up to 20 lbs. • Frequently use a telephone, perform work which requires light/fine/forceful grasping, operate hand/or foot controls, lift/carry/push/pull objects that weigh 20- 40lbs unassisted and up to 100 pounds with assistance. • Occasionally perform seated work, desk based computer tasks, write by hand, kneel/crawl, shovel/rake/sweep/chop, and lift/carry/push/pull objects that weigh greater than 40lbs unassisted and up to 100 pounds with assistance. • Rarely sort/file paperwork or parts. 	<ul style="list-style-type: none"> • Ability to obtain and maintain a California Non-commercial Class C Driver's License. • Ability to climb and work as high as 120 feet. • Constantly stand/walk, climb (ladders, scaffolds, or other), twist/bend/stoop/squat, reach/work above shoulders, lift/carry/push/pull objects that weigh up to 20 lbs. • Frequently use a telephone, perform work which requires light/fine/forceful grasping, operate hand/or foot controls, lift/carry/push/pull objects that weigh 20- 40lbs unassisted and up to 100 pounds with assistance. • Occasionally perform seated work, desk based computer tasks, write by hand, kneel/crawl, shovel/rake/sweep/chop, and lift/carry/push/pull objects that weigh greater than 40lbs unassisted and up to 100 pounds with assistance. • Rarely sort/file paperwork or parts.
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Required to wear appropriate issued uniform. • May be required to work overtime, evenings and weekends, including holidays, sometimes in inclement weather conditions. • Required to wear appropriate Personal Protective Equipment (PPE). <ul style="list-style-type: none"> • May be exposed to poison oak, pollen, dust and/or other allergens, and/or insects including ticks. 	<ul style="list-style-type: none"> • Required to wear appropriate issued uniform. • May be required to work overtime, evenings and weekends, including holidays, sometimes in inclement weather conditions. • Required to wear appropriate Personal Protective Equipment (PPE). <ul style="list-style-type: none"> • May be exposed to poison oak, pollen, dust and/or other allergens, and/or insects including ticks. 	<ul style="list-style-type: none"> • Required to wear appropriate issued uniform. • May be required to work overtime, evenings and weekends, including holidays, sometimes in inclement weather conditions. • Required to wear appropriate Personal Protective Equipment (PPE). <ul style="list-style-type: none"> • May be exposed to poison oak, pollen, dust and/or other allergens, and/or insects including ticks.
Work Standards	Work Standards	Work Standards
<ul style="list-style-type: none"> • When conducting university business, must comply with the California Vehicle Code and Stanford University driving requirements. • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned. <p>Subject to and expected to comply with all applicable University policies and procedures, including but not</p>	<ul style="list-style-type: none"> • When conducting university business, must comply with the California Vehicle Code and Stanford University driving requirements. • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned. <p>Subject to and expected to comply with all applicable University policies and procedures, including but not</p>	<ul style="list-style-type: none"> • When conducting university business, must comply with the California Vehicle Code and Stanford University driving requirements. • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned. <p>Subject to and expected to comply with all applicable University policies and procedures, including but not</p>

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<p>found in the University's Administrative Guide, http://adminguide.stanford.edu/ and the appropriate collective bargaining agreement at https://cardinalatwork.stanford.edu/hr/collective-bargaining</p> <p>.</p>	<p>found in the University's Administrative Guide, http://adminguide.stanford.edu/ and the appropriate collective bargaining agreement at https://cardinalatwork.stanford.edu/hr/collective-bargaining</p> <p>.</p>	<p>found in the University's Administrative Guide, http://adminguide.stanford.edu/ and the appropriate collective bargaining agreement at https://cardinalatwork.stanford.edu/hr/collective-bargaining</p> <p>.</p>
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