

# Greenspace Administrator

**Position Level:** Non-Exempt

**Reports to:** Assistant Superintendent

## Position Summary

The Greenspace Administrator participates in the planning, implementation, and monitoring of the City's urban forestry projects. Administers and implements forestry practices and programs to engage and educate the community on the benefits of urban forestry.

## Essential Job Functions (include but are not limited to)

- Oversees and performs tree maintenance which includes planting, pruning, removals, mulching, watering, site assessments, and tree inventory work to keep the urban forest healthy and strong.
- Performs inspections for landscape and public rights-of-way and Park & Recreation properties. Identifies and coordinates the removal of hazardous trees.
- Performs City-wide landscape reviews for enforcement of City landscape ordinances for commercial and large residential developments to ensure landscape plan compliance and other related compliance issues. Prepares inspection reports.
- Creates, maintains, and administers an inventory of all trees within public land in the City.
- Works with greenspace team to maintain the City's credentials and maintains West Lafayette's designation as a "Tree City USA."
- Updates and maintains the City's street tree inventory, the Community Forestry Management Plan, and the Storm Emergency Response Plan.
- Assists with the development, construction, and maintenance of the municipal tree nursery.
- Communicates with the necessary departments, vendors, and the community to coordinate tree maintenance as it relates to and/or impacts day-to-day operations.
- Demonstrates professionalism when representing the City of West Lafayette in all communications with internal and external customers and vendors.
- Performs other duties, as assigned.

## Education/Skills/Experience

- Bachelor's degree in Forestry, Horticulture, or related field.
  - Four (4) years of equivalent work experience or a combination of college coursework and work experience may be considered in lieu of a degree.
- Excellent written and verbal communication skills.
- Demonstrates computer skills and aptitude. Knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook, and Teams) is desired.
- Familiarity with tree inventory systems (i.e., GIS, TreePlotter PARKS, or other similar applications) is preferred.

- Excellent problem-solving and strong decision-making skills.
- Ability to establish and maintain effective working relationships.
- Excellent attention to detail and organizational skills.
- Ability to effectively organize and prioritize work duties/tasks.
- Ability to work with minimal supervision. Effectively sets priorities to meet deadlines.
- Listens effectively when others are speaking.
- Basic horticultural skills to include strong tree and plant identification skills.
- Passionate about the environment.

### **Safety Requirements**

- Report any unsafe task or operation immediately to management prior to continuing task.
- Immediately report incidents involving injury, illness, safety hazard, or property damage.
- Wear appropriate personal protective equipment (PPE) as instructed by immediate supervisor.
- Comply with all City and customer OSHA, safety policies, procedures, rules, and best practices.
- Participate in safety meetings and training.
- Be constantly aware of personal safety and that of co-workers.
- Ability to use and operate common equipment to complete work duties safely and effectively.

### **Work Schedule**

This position is based on a standard workweek (Monday-Friday 8:00 am-5:00 pm); however, it is occasionally required to attend meetings and work sessions outside of normal business hours. These instances may include client meetings, public board meetings, or team collaborations that fall outside the typical schedule. Flexibility in these situations is necessary as it contributes to our commitment to our constituent's satisfaction and project success.

### **Work Environment**

While performing the duties of this position, the employee occasionally works near moving mechanical parts. The employee's time will be spent between an office setting and outdoors in various weather conditions. Noise levels are usually low in the office setting, but moderate while working outdoors.

### **Physical Requirements**

While performing the duties of this job, the employee is regularly required to talk and listen. The employee is frequently required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit and stand for long

periods of time as well as balance, stoop, kneel, bend, or crawl. The employee must frequently lift or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **Direct Reports**

This position does not have any direct reports.

### **Certificates/Licenses**

- International Society of Arboriculture (ISA) Certified Arborist certification or the ability to obtain within one (1) year.
- Tree Risk Assessment Qualification (TRAQ) certification, or the ability to obtain within 18 months, is preferred.
- Valid driver's license.
- Certified Pesticide Applicator, or willingness to obtain within one (1) year.

### **Job Location**

West Lafayette, IN

### **Background Requirements**

All employment candidates will be subjected to a full background screen which includes: a social security number trace, national and federal criminal, 7-year county, a social media screen, and reference checks.

### **Contact Person**

Monica Wontor, HR Manager  
[mwontor@westlafayette.in.gov](mailto:mwontor@westlafayette.in.gov)  
(765) 775-5104

### **Application Deadline**

N/A—the job posting will stay active until the position is filled.

### **How to Apply**

Submit applications on the City of West Lafayette's website: [Employment opportunities \(munisselfservice.com\)](http://munisselfservice.com)