The City of San Mateo invites applications for the following per diem opportunity:

Position: Development Review Arborist

Salary: $51.83 - $61.85/hr. (Dependent on Qualifications)

Location: City of San Mateo City Hall
330 W. 20th Ave.
San Mateo, CA 94403

Hours: 12-18 hours per week

Timeframe: Open until filled, resumes will be reviewed as received

THE POSITION: The Community Development Department at the City of San Mateo has an opportunity for a per diem Arborist position to perform Planning application and Building permit review, arborist report review based on SMMC heritage tree ordinances, and perform site visits as required.

MINIMUM QUALIFICATIONS:

• Two years of college study/job experience in horticulture, arboriculture and landscaping related fields.
• Certified Arborist (International Society of Arboriculture) status.
• Possession of a valid class C California driver’s license is required.
• Able to work independently with direction from Plan Check Supervisor.

EXAMPLES OF DUTIES:
Duties may include, but are not limited to the following:

• Review plans and arborist reports submitted for development proposals; identify any missing or inaccurate information and request additional information or clarifications if necessary to provide recommendations based on the City of San Mateo’s tree ordinance, General Plan policies and best management practices.
• Review project plans for potential impacts to Street and Heritage Trees; advise and comment on impacts with the goal of enhancing and preserving the valuable landscapes.
• Review Planning Applications and Building Permits consistent with Chapters 13.35, 13.52, 23.70 and 27.71 of the San Mateo Municipal Code.
• Review Arborist Reports and evaluate Project Arborist recommendations to ensure proper protection of Street and Heritage Trees.
• When necessary, conduct site visits to verify accuracy of tree data presented and tree protection measures are in place prior to issuance of a building permit.
• Provide accurate information to the public at the public counter, on the phone, video conference or by email.
• Perform regular monitoring site inspections to ensure tree protection measures are in place and adequate.
• Ensure that development projects are adhering to the Best Management Practices. That review of projects is completed judiciously and within the timeframe needed.
• Attend public hearings, as necessary.
• Develop guidelines as needed to make the tree protection process smoother for residents, developers and City staff.
**HOW TO APPLY:** Interested candidates should submit an official City of San Mateo employment application and supplemental questionnaire on-line on CalOpps.org. 

or

Submit an official City of San Mateo application and supplemental questionnaire to the City of San Mateo Human Resources Department, 330 W. 20th Avenue, San Mateo, CA 94403

This recruitment is open until filled or upon receipt of the first 100 applications, résumés *(required)*, and supplemental questionnaires, whichever occurs first.

**SUPPLEMENTAL QUESTIONNAIRE:**

1. Describe how your education and training have prepared you for the Development Review Arborist position. Be specific.
2. Describe your experience with plan review and reading/interpreting construction drawings. And, also provide your experience regarding preparing or reviewing arborist reports.

For additional information, contact Alice Chen at 650-522-7193 or by email at achen@cityofsanmateo.org.

*The City of San Mateo is an equal employment opportunity employer.*