

# Consulting Arborist Job Description

**Title:** Consulting Arborist / Science Officer

**Reports To:** President / Sales Manager

**Description:** As a Consulting Arborist for Maier Forest and Tree, you will be responsible to provide clients with best management practices, recommendations for services, written proposals, and completion of transaction for care of their trees. This position requires industry knowledge, attention to detail, adaptability, self motivation, and organizational aptitude. The employee will have a positive attitude and a professional approach when interacting with customers and with colleagues in our marketing, customer service, sales and operations departments.

**Duties:** **Consulting Arborist**

- Meet with clients
- Recommend course of action for care of their trees
- Write proposals and get agreement with clients
- Enter proposals into database
- Follow up on sales proposals

**Officer of Science, Research, and Training**

- Manage internal training. Collaborate with General Manager, Operations Manager, and Production to set curriculum topics that will meet the needs of the individual employees and the company.
- Determine seasonal services timing for operations.
- Develop, maintain and update service sell sheets.
- Lead monthly meetings that look at new services to offer to clients and continually evaluate effectiveness of existing services. Work with GM, OpM and PM to determine how to integrate these ideas into our production services.
- Attend community group meetings on behalf of MFT to present informative talks on different issues of concern.
- Write articles for our monthly newsletter that are relevant to the season and to the average reader and present solutions that MFT can offer.

**Skills:** **Arboriculture Background and Skills**

- Tree Identification
- Pest identification and control
- Pruning principles and techniques
- Diagnostic and recommendation skills
- Proposal writing skills
- Sales and customer service skills
- A successful employee who will be self motivated, with organizational skills

- and the ability to identify, prioritize and complete tasks in a timely manner.
- The individual needs to have computer skills including working knowledge of Micro-Soft Office products. Training will be provided for specific work related programs. The employee must be able to work well with others.

**Qualifications:**

Degree in Urban Forestry or equivalent  
Experience in consulting arboriculture  
Certified Arborist  
Climbing background a plus