



Date: April 17, 2018

New Jersey Board of Tree Experts

POSITION: Compliance Officer
CLASSIFICATION: Hourly (includes vehicle use)
LOCATION: Statewide Regions
REPORTS TO: Board of Tree Experts

JOB SUMMARY:

Under the direct supervision of the NJ Board of Tree Experts Board, the Compliance Officer will work collaboratively with Board staff and maintain Board objectives and standards. Utilize knowledge of technical and practical arboriculture and safe operations to help effectuate the Statute 45:15C-11 and regulations. Officers will investigate claims and may have to issue stop work orders. Officers will work collaboratively with local code enforcement officials, police and municipal foresters/arborists. Officers will also inspect tree care operations and equipment for compliance with the law. Operate a motor vehicle in a safe and responsible manner. Officers must represent the authority of the state in a professional and responsible manner.

ESSENTIAL FUNCTIONS:

This job description provides the general nature and level of work performed by the officer within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the officer assigned to the job. The officer may be asked to perform other duties as required.

- Represent the NJ Board of Tree Experts across the state in a professional and courteous manner.
- Be thoroughly familiar with The Tree Experts and Tree Care Operators Licensing Act 45:15C-11 and supporting regulations.
- Meet with the public and complainants to document conditions and claims.
- Meet with contractors to document responses to complaints and counter claims.
- Prepare factual & unbiased reports for the Board. Take pictures and document the case and site conditions.

- Maintain duplicates of all case files and secure from exposure to outside sources.
- Inspect job sites for compliance with Z133 and all other safety standards regarding tree care operations and document conditions.
- Work collaboratively with local authorities and maintain a list with contact information for emergency services to include: Police, Fire, Hospitals, Code Enforcement, and OSHA including municipal foresters/arborists.
- Be intimately familiar with current American National Standards Institute standards for tree care, the New Jersey Tree Expert & Tree Care Operators Licensing Act n.j.s.a.45:15c-b, et. al. and the implementations of regulations at N.J.A.C.3A.
- Provide clear, factual information regarding ANSI, the Act, and the regulations, to local officials, contractors and the public.
- Inspect contractors' work yards to document any unsafe conditions.
- Operate motor vehicles in a safe and responsible manner.
- Perform any other relevant task as directed by the Board or office staff.
- Maintain flexible working hours to accomplish job duties. May respond to off-hours emergency calls including reporting for duty during non-regular work hours.
- Be aware of any potential conflicts of interest and respond accordingly.
- Be aware that appearance in a court of law may be necessary and conduct yourself to that degree.
- Be aware of potentially hostile situations and take appropriate safety precautions.
- Must have a reliable vehicle capable to traverse a variety of terrain conditions.

ADDITIONAL RESPONSIBILITIES:

- Assist Board office staff in completing objectives of the Board.
- Provide recommendations to the Board in development of documents and presentations to help promote and/or disseminate Board objectives.
- Attend meetings, seminars, in-services and continuing education programs as required.
- Keep current in the field of arboriculture including on safety and safe work operations.

- Be familiar with the various machines, equipment, and gear typically used in arboricultural operations.
- Comply with State, county and local laws and ordinances.
- Maintain confidentiality of information regarding complainants and contractors.
- Direct the work of other staff as required.
- Demonstrate deep commitment and loyalty to the NJ Board of Tree Experts and their objectives of promoting safe, proper and current arboricultural practices.

KNOWLEDGE, SKILLS AND ABILITIES:

- Understand written and oral instructions.
- Speak, read and write in English.
- Possess good organizational and communication skills.
- Be self-motivated and demonstrate a strong work ethic, every day.
- Be able to communicate with consumers, contractors, officials, and the general public.
- Must have a general knowledge of federal, state and local laws, regulations and guidelines, related to the Act.
- Must have a Valid New Jersey driver's license (CDL a plus).
- Must be able to take and give direction.

EDUCATION AND EXPERIENCE:

- A New Jersey Licensed Tree Expert or LTCO will be considered.
- Should have a background in safe arboricultural operations.
- Must have at a minimum High School diploma.
- Must be able to pass a background check.
- Preferred experience: Law enforcement officers, Code Enforcement or veterans in good standing and those with tree care experience.
- First aid & CPR certification a plus.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

- Ability to regularly see, hear and verbally communicate.
- Ability to regularly kneel, bend, twist, turn, stoop, carry, reach, climb, and balance.
- Ability to regularly sit, stand and walk for extended periods of time.
- Ability to operate a motor vehicle for extended periods of time.
- Ability to occasionally physically respond and issue stop work orders.
- Must be able to regularly move intermittently throughout the workday.
- Ability to regularly respond quickly to emergencies.
- Ability to regularly work inside or outside in any kind of weather.
- Ability to occasionally work beyond normal duty hours on weekends and in other positions temporarily when necessary.
- May occasionally be subject to the handling of and exposure to hazardous chemicals.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an officer may encounter during the performance of essential components of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Officers are required to be in compliance with Board safety policies and procedures. Compliance officers must be dedicated to ensuring the safety and well-being of contractors and the public while promoting proper tree care practices and fully represent that through words and deeds.

- The noise level in the work environment is often loud.
- Weather outside may be extreme.

JOB DESCRIPTION ACKNOWLEDGEMENT

I have read and reviewed the job description for **Compliance Officer**. I understand that this position may change on a temporary or regular basis according to the requirements of the Board of Tree Experts, without it being specifically included in the job description. I further understand that performance evaluations will be based on my ability to perform the duties and responsibilities outlined in this job description. I further understand that I am an **“At Will”** employee and can be terminated for cause at the direction of the board at any time.

Officers 's Name (print)

**NJ Board of Tree Experts Program Manager
(print)**

Officers 's Signature

**NJ Board of Tree Experts Program Manager
(signature)**

Date

Date

Board President – Signature

Date

INSTRUCTIONS: To apply for the position of Compliance Officer, please submit a Cover Letter and Resume to the Board of Tree Experts, 101 West Veterans Highway, Jackson, NJ 08527, by the deadline of May 29, 2018.