

Medford

Medford City Hall
85 George P. Hassett Drive
Human Resources Department, Room 204
HR: 781-475-5640 - Fax: 781-393-9489

POSITION: Tree Warden

Posted: 5/12/26

POSTING ID: 2026-0020

Open Until: 5/26/26

DEPARTMENT: Forestry

HOURS OF WORK: 40 hours per week, 7:00am-4:00pm Monday-Friday; nights and weekends may be required

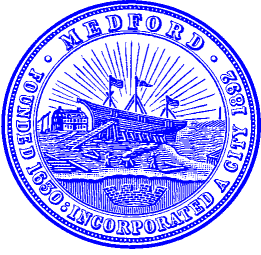
SALARY: Non-Union NPW- 19 (\$1,528.84 - \$1,710.05)

BASIC FUNCTION:

The Tree Warden is responsible for carrying out the tasks and projects required for the care, preservation, maintenance, inventory, control, planting, and assessments of public shade trees as well as other City of Medford trees per the direction of the Commissioner of Public Works. The Tree Warden is the head of the Forestry Division of the Department of Public Works.

RESPONSIBILITIES:

- Direct the Forestry Division and oversee projects and tasks to provide care and control of public shade trees, and trees located on municipal property.
- Direct and oversee pruning of trees for public safety and tree health.
- Direct and oversee the removal of trees that are dead or dying.
- Issue permits for the removal of public shade trees, including coordinating and holding tree removal hearings pursuant to M.G.L. Ch 87.
- Identify appropriate planting locations for new tree plantings
- Direct and oversee the planting of new trees.
- Perform and submit regular updates and revisions to the GIS based tree Inventory in coordination with the Engineering Division using electronic field equipment such as smart phones, tablets, or other device to capture GPS location and field data.
- Perform inspections and assessments of trees to determine potential hazards
- Oversee arboricultural operations of utility companies working on municipal trees.
- Supervision of Forestry Division staff.
- Prepare bid packages for contract tree work including new plantings.
- Manage projects and contracts relating to tree work and associated grants including accepting tree work by contractors and authorizing payments.
- Prepare grant proposals to obtain additional funding for improving or providing care to municipal tree assets.
- Manage work orders and tasks assigned to the Forestry Division
- Adhere to ANSI safety standards.
- Maintain Medford's Tree City USA status.
- Perform other related job duties as required.



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EDUCATION & EXPERIENCE:

Any equivalent combination of the below-listed education, training, certification, and experience, is qualifying:

- Associates degree in arboriculture, urban forestry, or equivalent.
- 5 years relevant experience, 8 preferred.
- Valid driver's license required.
- Massachusetts Certified Arborist (MCA) or International Society of Arboriculture (ISA) Certified Arborist certificate.

KNOWLEDGE, SKILLS & LICENSES:

- Excellent knowledge of relevant Massachusetts General Laws related to essential functions; tree pruning and care methods. Excellent knowledge and skills on tree identification, including both the common and scientific names of species and varieties. Knowledge of arboriculture and state laws concerning pesticides and herbicide application.
- Strong communication, problem solving and customer service skills. Strong computer and technology skills. Strong management skills. Strong leadership skills. Strong supervisory skills.
- Ability to communicate effectively both verbally and in writing. Ability to maintain good public relations and to maintain effective collaborative working relationships with City of Medford staff, department heads, fellow employees, officials and general public. Respond to inquiries in a courteous and professional manner. Ability to meet deadlines. Ability to work independently without daily direction. Ability to use smart phones or other tablet style devices while in the field.

PHYSICAL & ENVIRONMENTAL WORKING CONDITIONS:

- See job description

**ADDRESS ALL COVER LETTERS AND RESUMES TO
Human Resources Department
City of Medford – Room 204
85 George P. Hassett Drive
Medford, MA 02155**

**Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov**

For the posting and job description, please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.