



Job Title: **Sales Arborist**  
Reports to: Vice President  
FLSA Status: Hourly Non-Exempt

#### **REQUIRED QUALIFICATIONS**

- Must possess a valid Colorado driver's license.
- Must pass company driving test.
- Colorado Department of Agriculture Qualified Supervisor license in Ornamental, Turf, and Forestry.
- Minimum two years full time field experience in pruning and/or Plant Health Care.

#### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Principal contact with customers; responsible for developing and maintaining positive relationships with clients.
- Responds to customer requests and personally arranges meeting to review properties.
- Thorough knowledge of proper pruning and removal techniques as outlined in ANSI A300 and Z133 standards, tree identification, insect and disease diagnosis and treatment, and maintains current knowledge of scientific advancements in arboriculture.
- Researches and resolves customer disputes or complaints or properly directs customer to correct management team member to ensure satisfaction and retention. Maintains strong customer service skills and able to handle difficult situations with diplomacy.
- Communicates benefits of different services and applications upon request.
- Promptly provides clearly written proposals outlining scope of work determined through meetings or communication with client.
- Properly communicate job specifics, scheduling requests, permitting requirements, and known safety hazards to the appropriate personnel.
- Coordinate all permitting requirements including municipal, traffic control, pedestrian traffic, or CDOT.
- Communicates with Department Managers, Safety Coordinator and Foreman where necessary.
- Provides professional consultation services including visual inspections, diagnostic techniques, written reports and litigation where necessary.
- Tracks and understands sales goals.
- Attends and participates in all company-wide meetings.
- Safeguards employees, customers and the public from hazards in and around the work area.
- Helps enforce on-the-job safety practices.
- Maintains a positive attitude with internal and external customers.



- Performs other related work as assigned.

#### **EDUCATION, TRAINING, AND EXPERIENCE**

- Bachelor's Degree in Business, Marketing, or Plant Sciences preferred.
- A minimum of 3-5 years sales experience (preferably within the landscape industry) required.

#### **PHYSICAL DEMANDS / WORK ENVIRONMENT**

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.

- Requires frequent sitting, driving, standing, kneeling, walking, pulling, reaching, stooping and bending and lift up to 25 pounds for periods of time.
- Requires walking primarily on uneven turf or rocky areas while on job sites.
- May occasionally be exposed to moderate to loud work environments. These areas will require the use of personal protective equipment such as mandatory hearing protection.
- May be exposed to dust, grease, odors, mechanical and electrical hazards, and all types of weather and temperature conditions.
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**NOTE:** This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

**The employee will be required to follow any other instructions and to perform any other duties requested by their manager. Employees are held accountable for all duties of this job.**

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**Employee Signature**

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**Date**