

EXHIBIT “B”

1. PUBLIC PROPERTY

- Tree Protection and Removal Ordinance
 - Responds to email and calls of concern from residents
 - Determines if trees are viable or non-viable based on assessment
 - Inspects stumps of trees that might need to be removed on an emergency basis based on inspection and public concerns
 - Consults with DPW Superintendent and staff for the routine maintenance of trees and removal if necessary. Consults with Land Use Engineer on Landscaping Plan including selection of species appropriate for the West Orange area and the purpose for which the planting is made
 - Prepares itemized list of items reporting list of items based on inspection to DPW staff and reporting to include address, species and tree size, and if tree was viable or not viable, including utility conflicts, photos and sketches as necessary
 - Appears in Municipal Court as a Licensed Tree Expert when necessary
 - Advises DPW and Engineering Division on suitability of tree species and location for planting and replanting
 - Makes recommendations based on tree's condition and if it needs an emergency response
 - Coordination of Tree Planting activities with municipal funding and grants
 - Assist the Township with grant applications related to forestry
 - Prepares specification for Annual Fall/Spring Tree Planting at various locations within the Township's right of way and public property
 - Prepares the Township in the preparation of NJ Urban and Community Forestry Program Annual Accomplishment Report (AAR)
 - Attends continuing education classes for Township's accreditation

- o Consults with Property Maintenance Inspectors on conditions of trees on public property affecting sidewalks
- o Determines if trees are dead or hazardous and if removal or pruning is warranted
- o Keep records of tree removal/planting master list
- o Coordinates and/or assigns work activities/scheduling as necessary
- Advisory Boards
 - o When directed provides technical expertise to the Open Space and Recreation Committee and the Environmental Commission
- Other
 - o All memos, reports, letters and other documents are to be prepared by the Professional and his/her staff without using the staff of the Public Works Department or the Engineering Division.
 - o The Township will provide within the Public Works Building 25 Lakeside Avenue, West Orange a work area, a telephone land line and internet access during regular Department business hours.
 - o The Professional is responsible for his/her transportation both to and within West Orange.