



## **Anderson Township Greenspace Inspector Examples of Duties**

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### **Greenspace Program/Property:**

1. Arrange for removal of trees that pose a danger to adjacent property, including structures, roadways and public utilities.
2. Work with Duke Energy on tree trimming and removal.
3. Coordinate with the Anderson Township Public Works Department or tree service contractor to remove fallen trees from creeks/waterways.
4. Spray or cut sensitive areas as needed.
5. Direct the removal of invasive plants, especially in areas that contain rare and native plant species.
6. Maintain a photo archive and written record of animal activity, including nesting sites and species list.
7. Oversee tree planting for special programs such as eagle scout projects, Trees in Gratitude, etc.
8. Work with other government agencies and adjacent property owners on easement agreements.
9. Maintain property acquisition and maintenance logs.
10. Regularly inspect property boundary lines and (re)install boundary stakes and signage where needed.
11. Contract surveyors regarding boundary disputes and encroachment violations.
12. Organize the removal of tree houses, tree stands, camp sites and ATV trails.
13. Work with law enforcement to investigate illegal activity on greenspace, including illegal dumping and hunting.
14. Oversee property restoration/damage remediation.
15. Work directly with adjacent property owners to resolve encroachment violations, including the placement of sheds, fences, swimming pools, recreation equipment, etc. on greenspace property.
16. Assist with archaeological research on greenspace property, including the prevention of looting and other criminal activity.

### **Other Township-Owned Property (Non-Greenspace):**

1. Advise the Township on the health and maintenance needs of trees located on Township-owned, non-Greenspace property, including public rights of way and alongside recreational areas such as the Five Mile and Kellogg bike trails.
2. Coordinate the trimming and removal of trees in these same areas by the Anderson Township Public Works Department, tree service companies and Duke Energy.
3. Oversee the planting of donated trees.
4. Maintain plant inventory, including rare plant and tree species.
5. Supervise the removal of invasive plants, including honeysuckle and bamboo.
6. Work with adjacent property owners on issues such as unhealthy/dangerous trees, sewer/water line damage and obstruction of lines of sight.
7. Renew the Township's arboretum certification and ensure that the required standards for certification are maintained.
8. Oversee ongoing Arboretum maintenance needs including tree removal/planting/trimming, replacement of dead and dying plants, placement of plant/tree identification tags and protection against damage by deer and other wildlife.
9. Assist with the 225 Anniversary Grove planning and maintenance.

**Education/Community Outreach:**

1. Advise the Anderson Township Tree Committee and Arboretum sub-committee on land/natural resources best practices, wildlife management and other technical matters.
2. Regularly update the Anderson Township Arboretum website including maps and plant inventory list.
3. Assist with the Tree Commission Academy.
4. Create and present educational programming to a variety of community groups during special events including garden clubs, scouting groups and History to Schools.
5. Prepare written material and photos about greenspace, natural history and local plant/animal for publication in the Township newsletter and website.
6. Advise the Anderson Township Public Works Department, other agencies and the public on the location of dangerous plants and insects such as poison hemlock, hornets, bees and wasps.
7. Respond to resident questions about a variety of subjects such as local natural history, tree/plant identification and animal activity.