

# URBAN FORESTRY TECHNICIAN

DPW Operations Division–Environmental Services–Forestry

## Recruitment #1411-1314DC-001

**List Type** Original

**Requesting Department** DPW-OPS-FORESTRY

**Open Date** 12/15/2014 2:15:00 PM

**Filing Deadline** 1/9/2015 11:59:00 PM

### PURPOSE

Under the direction of the Urban Forestry Technical Services Manager, Urban Forestry Technicians (UFTs) participate in the administration of various City of Milwaukee ordinances and City-owned property maintenance contracts. UFTs review construction drawings, prepare and enforce special provisions, issue construction-related permits, and monitor construction activities in public rights of way to protect City-owned trees and landscaping. They also participate in the development and delivery of safety and technical training and investigate and respond to service requests from the public and public officials.

### ESSENTIAL FUNCTIONS

- Monitor and participate in the administration and enforcement of various City ordinances related to hazard trees, sidewalk snow and ice, tall weeds and grass, vegetation encroachments into rights of way, and other Environmental Services ordinances.
- Assess public and private hazardous tree conditions and administer contracts and handle billing for removal and pruning of hazard trees.
- Monitor and participate in pest management operations threatening City-owned trees and landscaping.
- Monitor and participate in the administration of City-owned property maintenance and other service contracts.
- Monitor and inspect paving, sidewalk, sewer, and water utility replacement contracts; review each replacement proposal for forestry provisions; and communicate and collaborate with project engineers to implement such provisions.
- Provide direct supervision for contract employees, forestry inspectors, and other forestry personnel.
- Maintain current file of contractor activities.
- Conduct inspection of contract work for verification and approval.
- Monitor utility work and private construction in or near rights of way.
- Review and coordinate DPW right of way permits.
- Assist in collecting and maintaining street tree and boulevard irrigation and plant inventories.
- Establish tree valuations and loss, following standard industry protocols.
- Prepare pre-construction pruning and post-construction planting list.
- Represent the Forestry Unit at Department of Transportation design engineering and construction meetings.
- Assist forestry managers with service requests and other forestry operations.
- Maintain technical records, reports, and other information, including the tree appraisal report for impacted trees.

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- Participate in the development and delivery of safety and technical training in forestry districts.
- Participate in snow and ice control operations.
- Operate City-owned vehicles.

### **CONDITIONS OF EMPLOYMENT**

Urban Forestry Technicians must be willing to work outdoors in variable weather conditions (e.g., heat, cold, wind, rain, and snow); tolerate conditions such as noise, dirt, and pollen; and work beyond assigned shifts such as evenings, holidays, and occasional weekends.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### **MINIMUM REQUIREMENTS**

1. Four years of experience in arboriculture, horticulture, or general landscaping.
2. State of Wisconsin Commercial Pesticide Applicator Certification in Turf and Landscape (Category 3.0) within six months of hire and throughout employment.
3. International Society of Arboriculture (ISA) Certified Arborist® certification within six months of hire and throughout employment.
4. Valid driver's license at time of appointment and throughout employment.  
*Equivalent combinations of education and experience may also be considered.*

### **DESIRABLE QUALIFICATIONS**

- Two- or four-year degree in arboriculture, horticulture, or related field.

***IMPORTANT NOTE:*** *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.*

### **KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS**

- Knowledge of basic plant science, horticulture, and arboriculture.
- Knowledge of and ability to accurately identify trees, turf, weeds, and ornamental plants common to Southeastern Wisconsin.
- Knowledge of signs of tree and plant insects and diseases and the ability to assess trees for hazardous conditions.
- Knowledge of how construction impacts trees and best practices for protecting the urban forest during development and construction projects.
- Knowledge of American National Standards Institute (ANSI) and Occupational Safety and Health Administration (OSHA) regulations, safety policies, and safety compliance.
- Knowledge of practical mathematics and the ability to perform accurate calculations.
- Ability to safely apply pesticides to trees, turf, and landscape plants.
- Ability to read construction drawings.
- Ability to read and interpret work-related documents.
- Oral communication and training skills.
- Written communication skills.
- Ability to draft and enforce special provisions to protect trees and landscaping.

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- Ability to capably use computer applications and field technology.
- Ability to collect information and maintain accurate records.
- Ability to provide excellent customer service to the public.
- Ability to maintain effective working relationships with managers, staff, and public officials.
- Ability to provide direction to contract employees and subordinates.
- Ability to remain calm during emergency situations.
- Analytical and problem-solving skills.
- Ability to organize, prioritize, and accomplish work with limited supervision.
- Ability to perform repetitive tasks accurately.
- Ability and strength to properly lift and move objects weighing up to 50 pounds.
- Ability to climb steps and ladders and physically negotiate uneven terrain at work sites.
- Ability to assist with general snow and ice control operations, including coordinating routes, monitoring and updating plowing/salting progress reports, performing quality control and plow chasing tasks, and executing other related support or supervisory assignments.

### **CURRENT SALARY**

**THE CURRENT ANNUAL STARTING SALARY (PG 3NN)** for City of Milwaukee residents is \$52,750, and the non-resident starting salary is \$51,455.

### **SELECTION PROCESS**

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE:** The examination will be held as soon as practical after **Friday, January 9, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.