

City of Milwaukee Hiring Process Career Fair 2018

Urban Forestry Arborist Apprentice



City of Milwaukee
Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554
General Office: 414-286-3751

City Jobs Training

- Apply for City of Milwaukee jobs using **JobAps**
- City of Milwaukee selection processes
 - Merit based
 - Open and Competitive
- ▶ Selection Process for **Urban Forestry Arborist**
Apprentice
 - What to expect after the selection process



Why does the City of Milwaukee give exams to fill positions?

“It is the policy of the city service to fill positions efficiently, with the best qualified available persons and to promote a career service which will make the greatest possible use of each employee’s ability and knowledge.”

-Rules of the Board of City Service Commissioners



Applying online

Application assistance is available on the 7th floor of City Hall (200 East Wells Street) from 8-4:45, Monday – Friday. Apply online only using the City's JOBAPS system.



Where to apply for City of Milwaukee positions

Go to: www.jobaps.com/MIL

Employment Opportunities

City Home > Employment Opportunities

Powered by 

Employment Opportunities Page

Welcome to the City of Milwaukee Online Employment Center!

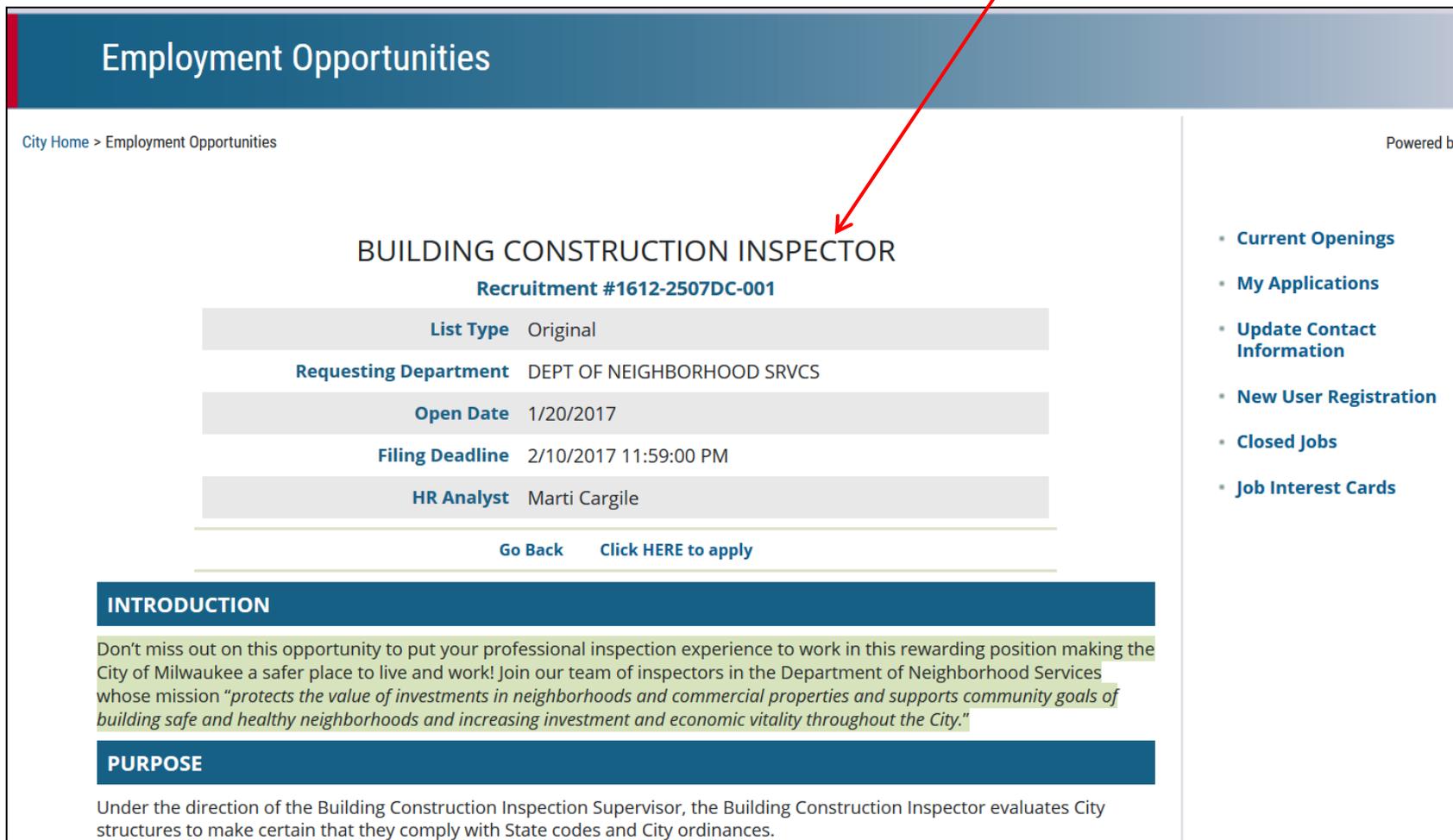
» [Narrow Your Job Search ...](#) » [How do I...](#)

Job Title	Agency/Dept	Salary	Type	Filing Deadline	Status
Draft Application Update at any time					
Keep updated for copying					
Exempt					
CHIEF OF STAFF-POLICE 1612-5417-001	Milwaukee Police Department		Exempt	Monday, January 30, 2017 11:59 PM	Status
Original					
BUILDING CONSTRUCTION INSPECTOR NEW 1612-2507DC-001	DEPT OF NEIGHBORHOOD SRVCS		Original	Friday, February 10, 2017 11:59 PM	Status

- [Current Openings](#)
- [My Applications](#)
- [Update Contact Information](#)
- [New User Registration](#)
- [Closed Jobs](#)
- [Job Interest Cards](#)

Click on position for which you wish to apply.

A new page will load displaying the job announcement



The screenshot shows a web page for 'Employment Opportunities'. The main heading is 'BUILDING CONSTRUCTION INSPECTOR' with recruitment number '#1612-2507DC-001'. Below this are details: List Type (Original), Requesting Department (DEPT OF NEIGHBORHOOD SRVCS), Open Date (1/20/2017), Filing Deadline (2/10/2017 11:59:00 PM), and HR Analyst (Marti Cargile). Navigation links 'Go Back' and 'Click HERE to apply' are present. A sidebar on the right contains links for 'Current Openings', 'My Applications', 'Update Contact Information', 'New User Registration', 'Closed Jobs', and 'Job Interest Cards'. The main content area has sections for 'INTRODUCTION' and 'PURPOSE'.

City Home > Employment Opportunities Powered by

BUILDING CONSTRUCTION INSPECTOR

Recruitment #1612-2507DC-001

List Type	Original
Requesting Department	DEPT OF NEIGHBORHOOD SRVCS
Open Date	1/20/2017
Filing Deadline	2/10/2017 11:59:00 PM
HR Analyst	Marti Cargile

[Go Back](#) [Click HERE to apply](#)

INTRODUCTION

Don't miss out on this opportunity to put your professional inspection experience to work in this rewarding position making the City of Milwaukee a safer place to live and work! Join our team of inspectors in the Department of Neighborhood Services whose mission "protects the value of investments in neighborhoods and commercial properties and supports community goals of building safe and healthy neighborhoods and increasing investment and economic vitality throughout the City."

PURPOSE

Under the direction of the Building Construction Inspection Supervisor, the Building Construction Inspector evaluates City structures to make certain that they comply with State codes and City ordinances.

- [Current Openings](#)
- [My Applications](#)
- [Update Contact Information](#)
- [New User Registration](#)
- [Closed Jobs](#)
- [Job Interest Cards](#)

Scroll down through the job announcement to read the purpose, essential functions, minimum qualifications and application instructions



To apply, click on the “Apply Online” button

EEO= 301

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.

Click on a link below to apply for this position:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.	Apply Online 
View and print the Supplemental Questionnaire.	This recruitment requires completion of a supplemental questionnaire. You may view and print the supplemental questionnaire here.

Read through the terms of use agreement

Terms of Use Agreement

Application Instructions

PLEASE FILL OUT THE APPLICATION COMPLETELY.

- In order to register and use the employment application system you must have a valid email address. You can obtain a free internet email account from many websites including, www.yahoo.com, www.outlook.com, or www.gmail.com. **Please add @milwaukee.gov as an accepted address to any email blocking or spam filtering program you may use. All notices will be delivered by email.**
- This application is part of the examination process. Before completing this form, please read the minimum qualifications for the job in which you are interested. Your application will not be considered for the position unless you meet these qualifications.
- The job application has distinct sections. Failure to complete ALL job application sections will result in an incomplete application and will not be considered.
- To help evaluate your qualifications, answer all questions completely and accurately. It is your responsibility to assure that your application contains sufficient detail for us to determine your qualifications. **DO NOT SAY "PLEASE SEE RESUME" when answering questions on the application. You must complete each question in order for your application to be considered.**
- IMPORTANT: Please make sure that you designate the email address of staffinginfo@milwaukee.gov as a safe/frequent contact. If you do not do this, you will not receive critical information related to your application.

Your Responsibilities as the Applicant

1. Create a user account.
2. Before submitting your application to the City of Milwaukee, it is your responsibility to ensure correctness of all information submitted in the application and to print a copy of the application in the "Review Part" for your records.
3. You are required to provide a valid email address and to check to be sure that you receive an email confirming that your application was sent to the City of Milwaukee. This email is sent immediately upon receipt of your application. You should receive this confirmation email within one day after clicking on the "Send" button.

- [Current Openings](#)
- [My Applications](#)
- [Update Contact Information](#)
- [New User Registration](#)
- [Closed Jobs](#)
- [Job Interest Cards](#)

Scroll down to accept the terms of use



your application was sent to the City of Milwaukee. This email is sent immediately upon receipt of your application. You should receive this confirmation email within one day after clicking on the "Send" button.

4. If you do not receive the confirmation email, it is your responsibility to contact the Department of Employee Relations at staffinginfo@milwaukee.gov or call (414)286-3751. Include your question and a phone number where you can be reached and we will get back to you so soon as possible. If you fail to do so, your application may not be considered for the opening for which you have applied.
5. Cookies must be turned on in your browser in order to use this online application system. [Click here for more information about how cookies are used.](#)

Note

Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the internet.

The Department of Employee Relations and the developers of the City of Milwaukee online employment application system are not responsible or in any way liable for any computer hardware or software malfunction which may affect your employment application or the applicant selection process.

By accepting the Terms of Use Agreement set forth here, you agree to all of the above terms and you agree to use this online employment application system only for the submission of bona fide employment applications to City of Milwaukee. Any other use of this online employment application system, including without limitation any copying, downloading, translation, decompiling or reverse engineering of the system, data, or related software, shall be a violation of this Terms of Use Agreement.

I agree with the above terms of use.

I am a **NEW USER**

I have **REGISTERED PREVIOUSLY**

Cancel

Check the box to accept the terms of use

If you do not have an account, select **"I am a NEW USER,"** and follow instructions on handout to create an account and then complete an application.

If you have an account, select **"I have REGISTERED PREVIOUSLY,"** and follow instructions on handout to complete an application.

Draft Application #AF-010101-000000

You may fill out the application in any order by clicking on the tabs

EEO Profile School Work Resume Review Send Exit Help Job Info

Voluntary Information

No applicant for employment shall be discriminated against because of race, color, creed, religion, sex, genetic testing, sexual orientation, marital status, membership in the military reserves, national origin, ancestry, age, arrest or non-job-related conviction record, non-job-related physical or mental disability, or the use or nonuse of lawful products off the employer's premises during non-working hours. Completion of this information is voluntary. We ask, however, for your cooperation in completing the following information. It will be treated confidentially and used only to help us monitor the City's Affirmative Action efforts and to comply with Federal recordkeeping requirements.

EEO/AA

Sex Female Male Decline to state

Race
Please check only one choice which best describes your race/ethnicity.

Decline to State
Decline to State

Black
Black/African American (not of Hispanic origin)

Hispanic
Hispanic/Chicano/Puerto Rican/Mexican/Cuban/Central or South American

White
White, European/North African/Middle Eastern (not of Hispanic origin)

Native American Indian/Alaska Native
Native American Indian/Alaskan Native

Asian/Pacific
Asian American/Pacific Islander/Far Eastern/Indian subcontinent or Southeastern Asian (i.e., China,

EEO Profile School Work Resume Review **Send** Exit Help Job Info

Submit and Send Application

The City requires pre-employment drug and medical testing.

THE CITY OF MILWAUKEE IS AN EQUAL OPPORTUNITY EMPLOYER THAT VALUES AND ENCOURAGES DIVERSITY.

READ CAREFULLY BEFORE SUBMITTING: I certify that all answers to questions on this application are true and complete. I understand that falsification of this application may result in disqualification or removal from a City position. I authorize the City to make any inquiries about and receive any information about my suitability for employment. I give permission to persons contacted to provide such information. Such inquiries may include, but are not limited to, the quality and quantity of my work, work record, qualifications, education and criminal records as defined above.

NOTE: Convictions are not an automatic bar to employment but are reviewed in relation to the job for which I applied. I forever waive, release and covenant not to sue any person or organization as a result of providing, obtaining or acting upon such information. I understand that such information is sought with confidentiality. A copy of this authorization shall be effective as the original.>

I understand that only the information contained in this application will be considered when evaluating my qualifications for this job. I understand that I am required to submit a separate application for any other job that interests me.

Qualification and employment considerations at the City of Milwaukee are based upon the truthfulness, accuracy and completeness of the statements in the application. Falsification and/or omission of information are grounds for disqualification or dismissal.

I am satisfied with the contents of this application.

Send to City of Milwaukee

Complete each tab

When complete, click on the "Send" tab---

Then check the box-----

Then click "Send to City of Milwaukee"

Important tips for completing an application

- **When completing an application:**
 - **Be accurate** – Don't guess dates, names and numbers; have your information ready ahead of time.
 - **Proofread** – Check for grammatical errors; have someone else look over your application before submitting.
 - **Double-check** – Double-check that you received an automatic confirmation email message!



Important tips for completing an application *(continued)*

The City of Milwaukee does not ask for conviction information on applications

- Background checks are conducted on all successful candidates
- Only convictions that are substantially related to the job applied for may disqualify a candidate

Minimum Requirements

- ▶ Candidates must meet the minimum requirements for the position in order to proceed in the selection process.



Conditions of Employment

- ▶ Physical or environmental tolerance requirements, licenses, certification or residency requirements that applicants must meet at the time of application, within a certain period of time and/or throughout employment.



Urban Forestry Arborist Apprentice

Minimum Requirements

- ▶ Valid driver's license at time of application and throughout employment.
 - **NOTE:** Driver's license number must be listed on application.
- ▶ Good driving record at time of application and throughout employment.
 - **NOTE:** Driving records will be checked during the selection process and prior to job offer.
- ▶ At least 18 years of age by **June 18, 2018**.
- ▶ Graduation from an accredited high school or one of the following at time of appointment: A) completion of a Wisconsin General Educational Development (GED) (or GED from another state that meets Wisconsin GED standards), B) High School Equivalency Diploma (HSED), or C) completion of a home-based private educational program, provided the applicant can provide copies of State of Wisconsin Form PI-1206.
- ▶ Residency within 15 miles of the jurisdictional boundaries of the City of Milwaukee within six months of appointment pursuant to Rule III, Section 4(g) of the Rules of the City Service Commission. *A map defining the jurisdictional boundary is located on the Fire and Police Commission website at: <http://city.milwaukee.gov/fpc#.WG7LHE0zWpo>.*

CONTINUED ...

Urban Forestry Arborist Apprentice

Minimum Requirements *(continued)*

- ▶ Possess a Class B or higher Commercial Driver's License (CDL) without Air Brakes Restriction within six months of appointment and throughout employment.
- ▶ Obtain basic First Aid, CPR, and OSHA 10 certifications within one year of appointment, and maintain them throughout employment.
- ▶ Obtain a State of Wisconsin Pesticide Applicator Certification (Category 3.0 Turf & Landscape) within one year of appointment, and maintain throughout employment.
- ▶ Earn the International Society of Arboriculture (ISA) Certified Tree Worker Climber Specialist credential as a condition of completing the apprenticeship.
- ▶ Complete the Transition-To-Trainer course in the final year of the apprenticeship.
- ▶ Urban Forestry Arborist Apprentices may be required to earn the following during the course of the apprenticeship:
 - One or more of six related credentials from the Tree Care Industry Association (TCIA): 1) Chainsaw Specialist, 2) Chipper Operator Specialist, 3) Crew Leader, 4) Tree Care Apprentice, 5) Tree Care Specialist, and 6) Tree Climber Specialist.

Urban Forestry Arborist Apprentice

Conditions of Employment

- ▶ Urban Forestry Arborist Apprentices serve in an emergency capacity, removing broken branches and fallen trees and participating in the City's snow and ice control operations.
- ▶ Urban Forestry Arborist Apprentices must be willing and able to do the following:
 - perform physically demanding work
 - properly lift and move objects weighing up to 50 pounds alone and up to 100 pounds with assistance
 - be trained to properly and safely use dangerous equipment such as chainsaws and wood chippers
 - work outdoors in variable weather conditions (*e.g., heat, cold, and wind*)
 - tolerate conditions such as noise, dirt, and pollen
 - work at heights of 60 feet or more
 - wear personal protective equipment (PPE) and use fall protection gear
 - work beyond assigned shifts to respond to various emergencies
- ▶ By law, persons in these positions are required to pass pre-employment drug tests and are subject to random drug and alcohol testing during the course of employment. *Candidates must sign a release authorizing the City to receive the results of any drug and alcohol tests conducted by previous employers during the past two years if those tests were required by the U.S. Department of Transportation.*
- ▶ In addition, Urban Forestry Arborist Apprentices will be required to enter into an apprentice contract with the State of Wisconsin and with the sponsoring organization (City of Milwaukee).



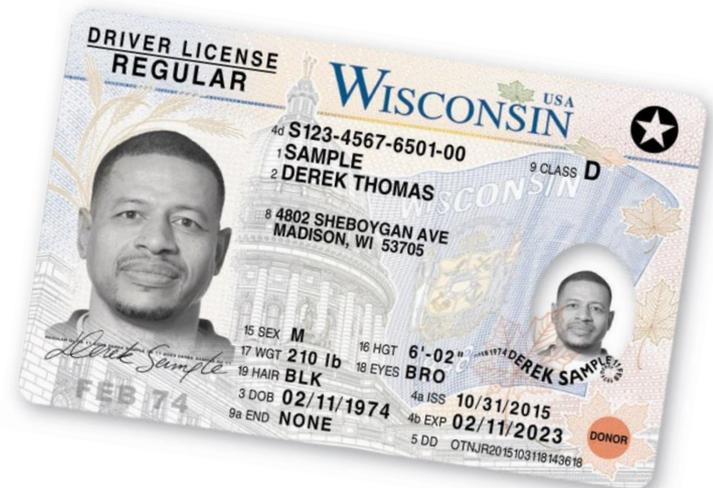
*“If I meet the minimum requirements,
what happens next?”*

- If you meet the minimum requirements, you will receive an invitation via email to attend the written examination:
- **Urban Forestry Arborist Apprentice:**
 - **Monday, March 12th or Tuesday, March 13th**



“If I meet the minimum requirements, what happens next?” (continued)

- Arrive ½ hour before exam starts
- Review the job announcement sheet and any other exam information provided before the test
- Find out what materials you should bring (e.g., calculator)
- Bring a photo ID for all exams



General Test Preparation

- Bring a copy of the exam invitation letter to the test
- Bring a wristwatch to keep track of time
(no smart watch or cell phones allowed)
- Find out total points on exam—remember to divide your time accordingly
- Don't spend too much time on any question



General Test Preparation

- Address all questions to exam monitors
- Contact the analyst in charge of the exam if a reasonable accommodation is needed in order to take any type of exam

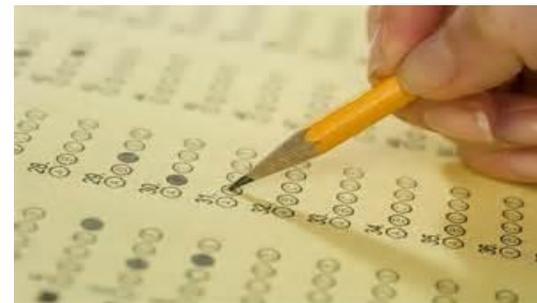
(Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008)

Written Exams

Written Exams: Multiple Choice

Most City of Milwaukee written exams are multiple choice

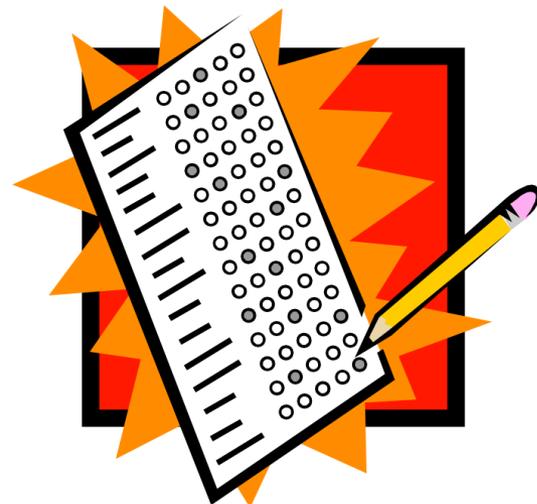
- ▶ **Components of a multiple choice question include:**
 - **Stem**
 - Short phrase or a question followed by 3-5 choices
 - **Answer**
 - Correct choice
 - **Distractors**
 - Meant to distract those who don't know the correct answer



Written exams

- ▶ Analyze questions on a civil service exam **as though you were the employee**
- ▶ Some candidates skim multiple choice test first, answering the questions they know—**NOT ADVISED!!!**
 - Marking errors
 - Anxiety

Answer all questions once. Go back to the questions about which you are unsure.



Written exams *(continued)*

- **Work at your own pace**
- **Answer all questions**
- **Guess if you must**



Written Exams: Multiple Choice

(continued)

- ▶ **Tip:** The “**correct**” answer may be the answer for one question and a distractor for another.
- ▶ **Read ALL choices**, even if you think you know the answer.
- ▶ **Use scratch paper**, if offered.
- ▶ A potentially correct choice might not always be the **best possible** answer, but the **best amongst those offered**.

Multiple Choice (*example*)

In which unit of measurement is the height of a person usually given?

- A. Miles
- B. Liters
- C. Yards
- D. Inches

The best answer is: *D. Inches*. Although we in the U.S. normally measure a person's height in feet and inches, inches is the best response of those offered.



Performance Exams

Performance Tests



- ▶ Physically demonstrate skills using actual techniques, materials, equipment and personnel.
 - Examples: Urban Forestry climbs trees, City Laborer transports building materials, etc.
- ▶ Must score high enough on the written exam to be invited to the performance exam.
- ▶ Invitation letter includes location, time, required materials and clothing.

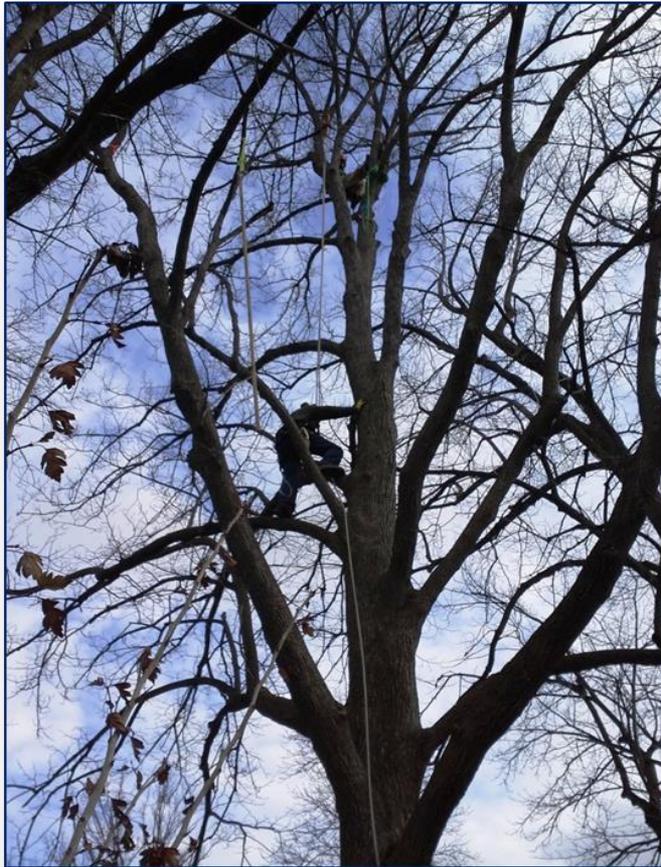
Urban Forestry Arborist Apprentice ~ Selection Process/Exam Components

- ▶ The selection process will be job related and will consist of written and performance examinations. The performance exam may include the following major components:
 - Climbing up a ladder to a height of 35 feet into a tree and climbing 10 or more feet wearing safety equipment.
 - Climbing up a rope to a height of 12 feet or more wearing safety equipment.

Testing dates are scheduled as follows *(subject to change):*

Written Examination:	March 12 and 13, 2018
Performance Examination:	During the week of April 16-20, 2018

Urban Forestry Arborist Apprentice ~ Selection Process/Exam Components (continued)



Urban Forestry Arborist Apprentice

STATION #1 --- BELAYED TREE CLIMB

TIME LIMIT = 10 MINUTES

INSTRUCTIONS: After being suited up by Forestry Department staff with a safety harness, you will climb to the top of the ladder and step into the crotch of the tree. You will then walk out onto the tree limb to the colored flag and ring the bell. You then will return to the trunk of the tree and free climb up the limbs of the tree to the next colored flag and ring the bell.

*If at any time you perform in an unsafe manner,
you will be disqualified.*

Urban Forestry Arborist Apprentice

STATION #2 --- BELAYED ROPE CLIMB

TIME LIMIT = 5 MINUTES

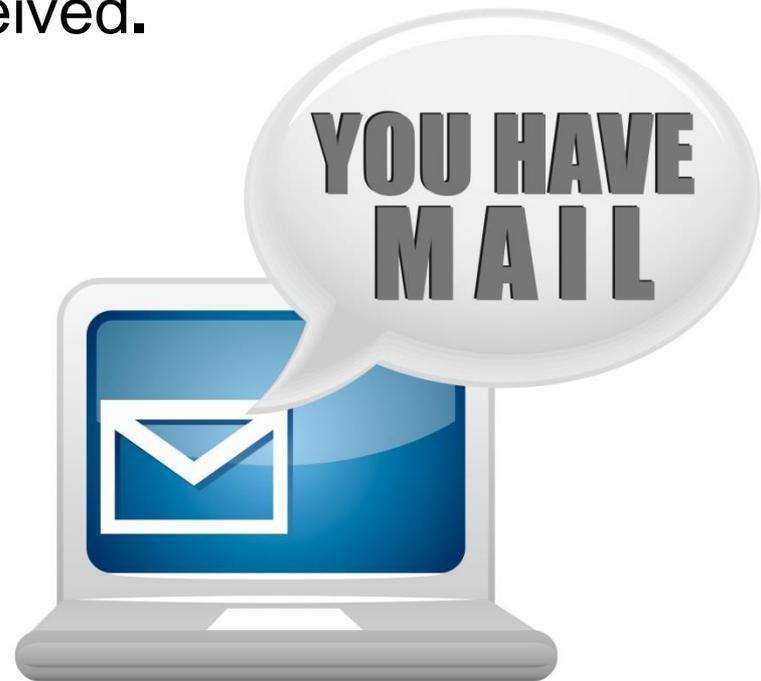
INSTRUCTIONS: After being suited up by Forestry Department staff with a safety harness, you will ascend the climbing system while being belayed (that is, pull yourself up a rope) to the 12-foot mark on the tree. Both of your heels must touch above the 12-foot mark.

*If at any time you perform in an unsafe manner,
you will be disqualified.*

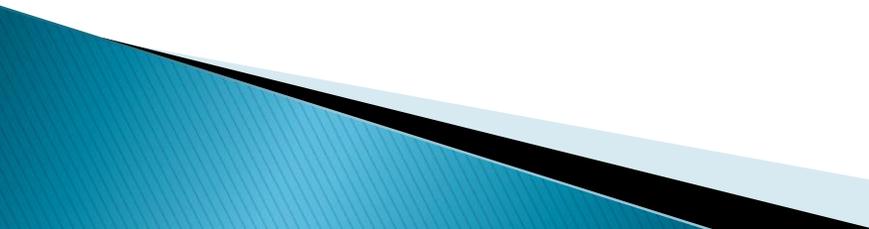
What to expect after the selection process

What to expect after the selection process...

- ▶ **Test results** are usually provided within **30 days of completing the last segment of the test**. Watch your email inbox!
- ▶ Those who pass **all** segments are placed on an eligible list in order of the score received.
- ▶ **Being on the eligible list does not guarantee appointment to the job.**



After all tests – what to expect...

- A candidate must wait **six months** before re-taking the same exam. Most non-continuous exams are not offered that frequently.
 - The earliest appointment/start date may be a month after completing the exam, scheduling departmental interviews, and pre-employment testing such as: drug screening, conviction review, and medical exam.
 - Once the eligible rank list and final scores are received, the top scoring candidates are referred to the hiring department for final selection, which may include an interview.
 - You must pass every component of the selection process in order to have your name placed on the eligible list.
- 

If you pass all components of the selection process and score high enough on the eligible list, you may be invited for an interview with the hiring manager(s)

During the interview...

- Maintain good eye contact
- Ask questions when appropriate
- Be alert, cheerful and interested in the interview and job
- Don't hesitate to sell yourself
- Listen carefully to the questions, and think before answering
- Answer each question completely and clearly
- Tip: Be complete and clear, **BUT NOT LONG-WINDED**



How to find out about other City of Milwaukee employment opportunities

- ▶ www.milwaukee.gov/jobs
- ▶ **Job announcement sheet**
 - Posted outside Room 706 of City Hall
 - Outline positions (you must meet the minimum qualifications)
 - Use as a reference in preparing for exam
- ▶ **Job Information Hotline: 286-5555**
- ▶ **E-notify** – receive job announcements by e-mail
 - Sign up at www.city.milwaukee.gov/jobs/enotifyjobs. Create an account, and elect to receive job announcements via e-mail as soon as they are posted

Questions?

