

# URBAN FORESTRY INTERN

Recruitment #1511-1006-001

**List Type** Original

**Requesting Department** DPW-OPS-FORESTRY

**Open Date** 11/20/2015 3:15:00 PM

**Filing Deadline** 1/29/2016 11:59:00 PM

**HR Analyst** Marti Cargile

## **INTRODUCTION**

*The eligible list created from this selection process will be used to fill internships for the summer of 2016.*

## **PURPOSE**

Under the direction of an Urban Forestry Manager, Urban Forestry Interns participate in a variety of forestry activities such as collecting and analyzing data, engaging in special projects like Emerald Ash Borer (EAB) outreach and ash tree inoculation.

## **ESSENTIAL FUNCTIONS**

- Assist with chemical injections of ash trees in preparation for the emerald ash borer (EAB).
- Participate in personally contacting and disseminating information to citizens with ash trees on their properties.
- Assist in community-based urban forestry programs, forestry research projects, and work task evaluations.
- Assist in developing plant health care programs.
- Perform landscape and tree maintenance tasks.
- Monitor tree and plant survival.
- Perform tasks at the City of Milwaukee nursery and greenhouses, such as tree planting, tree digging, and flower cultivation.
- Depending upon the needs of the department, perform soil sampling and analysis for good plant growth, perform research on turf plots and tree populations, and map and survey insect and disease outbreaks.

*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. Current enrollment in a two- or four-year college-level urban forestry, arboriculture, horticulture, or closely related program at an accredited college or university.
  - **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. Your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.*
2. Valid driver's license at time of appointment and throughout employment.

## **Urban Forestry Intern (DPW-Operations, Forestry)**

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3. State of Wisconsin Commercial Pesticide Applicator Certification (Category 3.0-Turf and Landscape) within 30 days of employment and throughout employment.
4. Valid State of Wisconsin Commercial Pesticide Applicator License within 30 days of employment and throughout employment.

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

- Knowledge of plant biology and the ability to assess and identify a variety of tree and plant species and common insect pests and diseases.
- Ability to work well both independently and as a member of a team.
- Ability to take direction.
- Interpersonal and customer service skills.
- Ability to keep accurate records.
- Ability to perform work in a safe manner and safeguard City equipment.
- Physical ability to work outdoors and withstand a wide range of weather conditions.
- Physical ability to lift and move objects weighing 50 lbs. or more.
- Ability to wear personal protective equipment (PPE).

### **CURRENT SALARY**

The current starting salary (**PG 9HN**) for City of Milwaukee residents is **\$11.97** per hour, and the non-resident starting salary is **\$11.67** per hour.

### **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 **January 29, 2016**. 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.

- ***NOTE:*** *The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the residency ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*