



CITY OF WEST ALLIS

URBAN FORESTRY INTERN
Department of Public Works (DPW) Forestry
A Unique and Diverse Learning Experience

JOB SUMMARY: Under the direction of the Superintendent of Forestry, the Urban Forestry Intern participates in landscape management and tree maintenance activities through hands-on learning, collecting, and analyzing data.

HOURS: Monday – Friday, 7:00 a.m. to 3:30 p.m. (weather permitting).

TERM OF INTERNSHIP: May to August (approximately 14 weeks) with the understanding it is dependent upon the needs of the City and the performance of the Intern.

HOURLY RATE RANGE: \$13.00.

DUTIES: Typical duties include, but are not limited to, assists with chemical injections of ash trees and soil to deter the emerald ash borer (EAB); disseminates information to citizens, in person, on the phone, or via electronic communication; performs landscape and tree maintenance tasks such as planting, watering, mulching, pruning, removal of turf, annual and perennial flowers, shrubs and trees; monitors tree and plant survival; assists in the preparation and analysis of data and information; maintains and updates records, files, and documents; performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS, & ABILITIES: Familiarity with urban forestry programs; knowledge of plant biology; ability to assess and identify a variety of tree and plant species and common insect pests and diseases; good skill in listening; good skill in communicating clearly and concisely, verbally, and in writing; ability to collect, analyze, and interpret data and effectively present ideas, concepts, recommendations, and conclusions; ability to prepare clear and concise written and oral reports; ability to understand and follow verbal and written instructions; ability to seek supervisory guidance, yet make individual decisions; ability to take direction; ability to work independently and as part of a team; ability to communicate and work cooperatively and effectively with a diverse population, including, but not limited to, elected officials, superiors, staff, and the public; ability to exercise mature judgment; ability to maintain accurate records and files; ability to learn and perform tree climbing using rope and saddle; ability to use hand tools such as hand saws, shovels, pick axes, etc.; ability to perform work in a safe manner and safeguard City equipment.

TRAINING AND EXPERIENCE:

Current enrollment in a two or four year college-level arboriculture, urban forestry, horticulture, or closely related program at an accredited college or university.

IMPORTANT NOTE: College transcripts are required and must be received within three business days after the application period closes. College transcripts may be attached to the application. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.

Some prior related work experience desired.

Possess a valid WI Driver's License and a good driving record per City policy.

Training and Experience continued:

Possess a State of Wisconsin Commercial Pesticide Applicator Certification (Category 3.0-Turf and Landscape) within 30 days of employment.

Competent in the use of office computers/software including, but not limited to, Microsoft Office Suite (Excel, Word, Access, PowerPoint, Outlook, Calendaring).

General Physical Demands

Ability to withstand exposure to variable and unfavorable weather and working conditions including, but not limited to, temperature variations and extremes, odors, toxic agents, noise, vibrations, electrical current, vehicular traffic, and/or dust.

Possess the physical capacity to perform heavy manual labor for extended periods of time including, but not limited to, the ability to climb trees (lifting body weight and equipment using rope and saddle); ability to work from a bucket truck at heights up to 45' above ground level; ability to work from ladders of varying heights; ability to use hand tools such as hand saws, shovels, pick axes, etc.; ability to continuously reach and maneuver overhead while holding a hand saw; ability to continuously start, push, pull, and maneuver riding mowers, push mowers, and other small-motorized equipment; continuous light to medium lifting; occasional heavy lifting; and the ability to continuously walk, bend, kneel, sit, twist, stoop, crawl, stretch, squat, lift, push, pull, enter and exit City vehicles, etc.

PHYSICAL DEMAND LEVEL		ACTIVITY TOLERANCES/FREQUENCIES	
Light Lifting	20 lbs occasionally; up to 10 lbs frequently	Continuous	67 – 100% of workday
Medium Lifting	50 lbs. occasionally; 20 lbs. frequently	Frequent	34 – 66% of workday
Heavy Lifting	100 lbs. occasionally; 50 lbs. frequently	Occasionally	1 - 33% of workday
Very Heavy Lifting	100 lbs. occasionally	Never	0

HIRING PROCESS: Applicants are required to complete a City of West Allis Application Form supplemented by a cover letter and resume. A representative number of applicants will be invited to an interview. Those under consideration for the internship will be subject to a reference check which will include, but not be limited to, verifying educational credentials, work/volunteer experience as well as being subject to a police record check. The individual offered employment must pass a post-offer drug test and physical examination as a condition of employment.

The City of West Allis is an at-will employer.

HOW TO APPLY: Application forms, available online at www.westalliswi.gov/careers, must be completed and ON FILE NO LATER THAN **5:00 P.M., April 12, 2019.**

Visit our website at www.westalliswi.gov for further information on the City of West Allis.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.