

# **Forestry Intern/Seasonal - PTS**

## Position Profile

**Status:** Part-time/Temporary/Seasonal (PTS), non-exempt

**Salary:** \$13.00-\$15.00 per hour depending on qualifications

**Location:** Based out of City Maintenance Facility (15150 Technology Drive Eden Prairie, MN 55344)

**Hours:** PT/FT hours available; FT hours (M-F 7am-3:30pm)

**Reporting Relationship:** Reports to Parks and Natural Resources Manager

### **Park & Natural Resources Division**

The Parks and Natural Resources Division is responsible for providing the citizens and users of the City's park system with safe, properly maintained, and high quality facilities. The Division is responsible for developing and maintaining the park and open space system with facilities that meet the community needs. Wildlife, forestry and natural resources management are a top priority of this division.

### **Position Details**

The duties and responsibilities of the Forestry Intern/Seasonal include:

1. Identifying diseased/infested trees-Dutch elm disease, oak wilt, and emerald ash borer on public and private property.
  - o GPS locations, document, and mail notifications.
2. Inventory trees on public property using GPS mobile device.
  - o Identify species, condition rate, etc.
3. Assist with noxious weed/tall grass complaints
  - o Inspect, document, and mail notifications.
4. Invasive species removal
  - o Identify, assist in cutting/removal/treatment.
5. Inspecting and maintaining park and conservation area boundary markers.
  - o GPS/fix/install boundary markers
6. Young tree maintenance
  - o Watering, pruning, etc.

Must maintain driver's license and have own transportation for the job (mileage reimbursement).

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

### **Position Requirements**

**Education:** Degree in Forestry, Horticulture or related field, or working toward completion of related degree; must obtain Minnesota DNR Forestry Tree Inspector Certification within 2 months of employment

**Work Experience:** Experience working in an outdoor environment with limited supervision and have working knowledge of trees and plants required; experience within the field of urban forestry or horticulture preferred.

**Physical Requirements:** This position requires ability to read maps and use compass, work outdoors (may have to work in hot and humid conditions), walking on uneven surfaces and through varied terrain.

## **City Expectations**

All employees are expected to contribute to the success of our organization by demonstrating the shared expectations: ***Customer Focus, Flexibility, Initiative, Results Orientation, Public Stewardship, and Teamwork.***

## **Position Specific Expectations**

***Communication:*** Able to convey a message to get a point across; communicates in a clear and concise manner; able to write clearly and succinctly; tailors message to a variety of communication settings and styles.

***Attention to Detail:*** Able to find errors in work and solve problems; anticipates issues and performs at a high level of accuracy; sets up systems to ensure errors are not repeated.

***Accountability:*** Follows through on commitments; focuses on appropriate tasks throughout the shift; takes responsibilities for actions both as an individual and on behalf of the organization; actions and words are in sync; follows all policies and procedures; maintains confidentiality; is prepared and punctual to all scheduled shifts.

***Decision Making:*** Makes good decisions based upon a mixture of analysis, experience and judgment in a timely manner; determines a course of action after weighing and analyzing different options; seeks out additional information when necessary; presents solutions and suggestions within the appropriate channels.

## **Pre-employment Process**

The City of Eden Prairie conducts professional reference and criminal history checks for all employees joining the organization. In addition, the following is required for this specific position: driver's check (must have valid driver's license and excellent driving record). All final candidates must successfully complete and pass the pre-employment process before their first day of employment.

## **Application Process**

Please complete an application profile by going to [www.edenprairie.org](http://www.edenprairie.org) and selecting the employment link at the top of the website.

## **Application Process**

Application Deadline: Open until position is filled

Review Applications>Select Candidates: As applications are received

Interviews: As applications are received

Expected Start Date: Mid-May - Negotiable