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**City of Saint Paul**  
**Department of Parks & Recreation—Forestry**  
**2021 Urban Forestry Internship**  
**3 Positions Available**

As an Urban Forestry intern, you will gain experience in and exposure to municipal urban forestry by assisting Forestry staff on a variety of programs including disease/pest management, planting, and tree maintenance.

**Duties:**

- Assist in completing the annual citywide survey for diseased, infested, declining and dying trees on public and private property
- Utilize tree inventory/management software in the field
- Communicate with the public regarding City policies, procedures and ordinances
- Assist with outreach and education efforts at special events related to urban forestry and natural resources
- Diagnose tree health issues generated by public requests
- Work with forestry staff and contractors on citywide boulevard tree planting program
- Help to plant and maintain trees throughout the city
- Perform other related duties as needed, including assisting with Burly Oak tree mascot at City events

**Minimum Qualifications:**

- Working towards or in possession of a degree in Urban Forestry, Forestry, or related field
- Must possess a valid Minnesota Class D driver's license, or equivalent out-of-state
- Ability to perform assigned tasks in variable weather conditions
- Ability to effectively communicate with staff and the public by phone, e-mail and in person
- Tree Inspector certification (or ability to obtain certification within 2 weeks of hire)
- Completion of dendrology class (Entomology and Plant Pathology desired but not mandatory)

**Time Commitment:**

- Full time (40 hours/week), Monday through Friday, 7:00 am - 3:30 pm, with occasional Saturday hours
- Must be available late May – Labor Day (possibly earlier or later)

**Compensation:**

- Hourly rate of \$15.00-\$17.00 per hour depending on qualifications
- Orientation and job training will be provided to carry out the duties of the position

**Interested in applying or have questions?**

- Send your resume or questions about the position(s) to Karl Mueller at:  
karl.mueller@ci.stpaul.mn.us

**Deadline:** March 17<sup>th</sup>, 2021, or until all positions are filled