CITY OF MINNETONKA
invites applications for the position of:

Forestry Technician

Salary: $22.50 - $25.00 Hourly
$46,800.00 - $52,000.00 Annually

Opening Date: 03/13/15

Closing Date: 03/27/15 04:30 PM

Job Description:
This position is responsible for assisting in forestry related programs such as the shade tree disease control and reforestation programs, tree inspection in street right-of-ways and on public property, providing technical assistance to property owners and other city departments on forestry topics, and providing forestry and natural resource knowledge and awareness through public education.

Additionally this position will assist and oversee the performance of forestry work involving tree identification, planting, maintenance, tree disease and pest identification and control, and the removal of trees in Minnetonka’s community forest.

Duties/Responsibilities:

Essential Job Functions
• Assists the City Forester in overseeing the Shade Tree Disease Control Program. Is the lead tree inspector responsible for identifying trees, tree diseases and pests, is responsive to property owners and accurately completes documentation and record keeping. Coaches and mentors other tree inspectors to ensure timeliness, completeness and accuracy of work.
• Assists with the reforestation program including identifying planting locations and species, ordering stock, and coordinating volunteers or crews to help complete the projects.
• Assists with the tree care program for trees on public property and street right-of-ways. This includes inspecting sightline and safety complaints, inspecting public trees for maintenance and removal needs and accurately completing required documentation.
• Assists the City Forester in overseeing forestry related activities and programs including the tree sale, updating the tree inventory and education and outreach activities such as Arbor Day.
• Assists with the tree injection program including tree evaluations, mapping, tagging, and monitoring contractor work.
• Assists in coordinating contractors’ work such as stump grinding, tree pruning, tree removals, and injections.
• Assists with landscape maintenance of planting beds, park signs, and formal planting areas, and assists with the brush-drop program.
• Works with maintenance staff and oversees a variety of tasks associated with forestry work including:
  o Tree pruning utilizing proper pruning techniques for health, safety and structural integrity;
  o Tree removal;
  o Tree planting utilizing proper planting techniques to reforest public land; and
  o Maintaining trees by mulching, watering, providing deer and rodent protection and spraying or injecting trees with fungicides and pesticides.
• Provides technical assistance to city field crews performing forestry or natural resource related work such as pruning, mulching, tree removal, or planting. Also responds to inquiries and offers technical assistance on tree related issues to residents and other city staff.

Other Job Functions
• Attends professional and educational seminars and conferences to stay knowledgeable about current research and information relating to urban forestry.
• Researches and implements new technology.
• Performs other duties as assigned or apparent.

Qualifications:
Minimum Qualifications
• BA/BS degree in Forestry, Horticulture, Natural Resources, or closely related field.
• Ability to accurately identify tree species, diseases and pests.
• Possess a valid Minnesota driver’s license.
• Possess a Minnesota Tree Inspectors Certification.
• Possess a Minnesota Pesticide Applicator’s License (or ability to obtain within 6 months of hire).
• Two years cumulative work experience in forestry or a closely related field.
• Demonstrated work experience with the use of chain saws, tree and shrub maintenance equipment.
• Six months cumulative work experience of planning programs, projects, or events including tree planting initiatives, environmental events, or vegetation maintenance programs.
• Possess strong written and verbal communication skills.
• Must possess at least one year of customer service experience.
• Must have experience with a variety of computer software applications including but not limited to Microsoft Word, Excel, Power Point, Adobe Acrobat, GIS, ArcMap, and related applications.

Desired Qualifications
• Possess any post graduate education or certifications in Forestry, Urban and Community Forestry, Landscape Architecture, Urban Ecology or other closely related field.
• Three years work experience in forestry or a related field.
• One year municipal forestry experience.
• ISA Certified Arborist.
• One year professional experience with GIS and ArcMap applications.
• One year experience providing work direction and leadership.

Additional Information:
Knowledge, Skills and Abilities
Knowledge of:
• Tree species, diseases and pest identification.
• Tree planting and maintenance practices.
• City landscapes, tree ordinance and policies.
• Urban forestry management principles and practices.
• Arboricultural tools and equipment.
• Tree maintenance safety procedures.
• Natural resource regulations.

Skilled in:
• Providing a high level of customer service to internal and external customers.
• Analytical thinking, organizational development and technical problem solving.
• Establishing and maintaining positive internal and external working relationships.
• Use of the English language, grammar, editing and writing skills.
• Mediation and conflict resolution.
• Computer operation using various software applications including but not limited to Word, Excel, Power Point, Adobe Acrobat, and GIS and ArcMap.

Ability to:
• Work independently and productively.
• Prioritize and manage work assignments.
• Communicate clearly and concisely, both orally and in writing.
• Follow written and verbal directions.
Be organized and detail oriented.
Use good judgment and make sound decisions in accordance with established procedures and policy.
Be diplomatic, empathetic and cooperative in dealings with the public.
Effectively interact and cooperate with other employees, departments and regulatory agencies.
Read and understand maps, records, drawings and plans.
Create and maintain detailed records and files.
Be innovative and creative.
Provide excellent city services.
Learn about natural resource topics and regulation and communicate complicated issues to other employees and the public.
Use forestry-related equipment including but not limited to motorized pole pruner, chainsaws, and chipper.
Work outdoors in a variety of weather conditions.
Be on call once a month and work occasional weekends and evenings.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.eminnetonka.com
14600 Minnetonka Blvd
Minnetonka, MN 55345
952-939-8200

Position #PWRFT 3-15
FORESTRY TECHNICIAN
SP
Forestry Technician Supplemental Questionnaire

* 1. Do you have a Bachelor’s degree in Forestry, Horticulture, Natural Resources, or closely related field?
   - Yes
   - No

* 2. Describe your coursework and experience in identifying tree species, diseases and pests.

* 3. Do you possess a Minnesota driver’s license or have the ability to obtain one by date of hire?
   - Yes
   - No

* 4. Do you possess a Minnesota Tree Inspector’s Certification?
   - Yes
   - No

* 5. Do you possess a Minnesota Pesticide Applicator’s License (or have the ability to obtain within 6 months of hire)? More information can be found at the following website: http://www.mda.state.mn.us/licensing/ licensetypes/pesticideap plicator.aspx
   - Yes
   - No

* 6. Describe your work experience in forestry or a related field. Include years of experience, job titles, company name, and job responsibilities. Please highlight any experience in MUNICIPAL forestry.

* 7. Describe your work experience with the use of chain saws, tree and shrub maintenance equipment. Include years of experience, company name and job responsibilities.

* 8. Describe your work experience in planning programs, projects, or events including tree planting initiatives, environmental events, vegetation maintenance programs, and overseeing contractor work. Include years of experience, company name and job responsibilities.

* 9. Describe your customer service experience. Include years of experience and the type of service your provided such as phone, in-person, internal/external customers, etc.

* 10. Microsoft Word: Select each level that you can perform the majority of tasks listed. Multiple responses can be selected.

   - No knowledge and/or experience
   - Entering, selecting editing, copying, cutting, and pasting text, formatting margins, paragraphs, fonts and type sizes; creating bulleted and numbered lists.
   - Finding and replacing text, adding page numbers; headers and footers; customizing bullets and numbers; setting, moving and changing tabs; working with tablets; setting up columns; using mail merge; mailing labels, printing envelopes
   - Customizing AutoCorrect and AutoFormat, adding graphics, using styles, table of contents, tracking revisions, customizing the program, working with templates
* 11. Microsoft Excel: Select each level that you can perform the majority of tasks listed. Multiple responses can be selected.
   □ No knowledge and/or experience
   □ Creating a spreadsheet, entering and editing data, manipulating cells, columns and rows; basic formatting; using formulas and functions, working with AutoFill
   □ Advanced formatting; basic styles; using multiple worksheets and workbooks; formula syntax; macro commands and tools; creating and editing lists; sorting lists; extracting data; PivotTables
   □ Customizing the program, advanced linking, consolidating data, outlining, protecting work; making area, line, bar, column and pie charts; adjusting data using axis and scale; editing fonts, sizes and color, placing charts in other programs

* 12. Microsoft PowerPoint: Select each level that you can perform the majority of the tasks listed. Multiple responses can be selected.
   □ No knowledge and/or experience
   □ Tools and views, creating a presentation, using an outline, working with text and bullets, working with graphics and clip art, masters and templates
   □ Customizing individual slides, creating custom templates, advanced text and graphic commands, adding organization charts and tables, slide show techniques such as timing, transitions, and animation

* 13. Adobe Acrobat: Select each level that you can perform the majority of tasks listed. Multiple responses can be selected.
   □ No knowledge and/or experience
   □ Create a PDF document; viewing and modifying a PDF document; customizing Acrobat Distiller's options; adding, deleting, and extracting pages; using Acrobat for bookmarks, security, and controlling how PDF documents open
   □ Using the comment and markup tools; advanced editing tools; adding sounds and movies; creating forms; scanning directly to a PDF file

* 14. Describe your experience using ArcMap GIS and related applications. Include the tasks you have performed and any training courses you've completed.

* 15. Describe any post graduate education or certifications in Forestry, Urban and Community Forestry, Landscape Architecture, Urban Ecology or other closely related field.

* 16. Are you an ISA Certified Arborist?
   □ Yes   □ No

* 17. Please describe your experience providing work direction and leadership to others.

* Required Question