

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Department of Environmental Resilience

Position: Urban Forestry Assistant

Job Category:

Status: Permanent, Part-time, 25 hrs/week

FLSA Status:

Date of Announcement: January 1, 2022

Application Deadline: Until position is filled

Under the direction of the Director of Environmental Resilience, the Urban Forestry Assistant will assist the City Forester and the Urban Forester II in various duties necessary to the ongoing health of Goshen's urban forest, and the maximum benefits it provides to the City's residents.

Essential Duties and Responsibilities:

The following is a list of duties that are normal for the position, but not all-inclusive.

- Assist in maintaining GIS inventory of the City's public trees.
- Assist in coordinating ongoing volunteer projects such as tree watering, invasive plant removal, and planting opportunities.
- Assist in maintenance of the City Nursery.
- Assist in maintenance of the Public Orchard.
- Assist in routine pruning for all public trees.
- Assist with tree planting programs, including physical planting of trees.
- Assist in educating the public about the value of trees and the ecological benefits of the urban forest, and the details of the "45 by '45" Canopy goal.
- Assist with environmental education programming at the Rieth Interpretive Center.
- Interact with the public in a professional and empathetic manner.
- Answer phone calls, emails and other correspondence regarding public trees.
- Basic maintenance of equipment necessary for forestry operations.
- Assist other City Departments in forestry operations as needed.
- Assist in providing for all facets of the City's urban forest.
- Assist with other Department of Environmental Resilience projects as needed.

Minimum Training and Experience Required:

- One to three years relevant work experience; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills and abilities.
- Good tree identification skills, specifically for the Midwest.
- Tree maintenance experience, including proper pruning and training techniques.

Minimum Physical and Mental Abilities:

- Ability to operate a variety of automated machines.
- Ability to exert physical effort in light to moderate work involving routine stooping, kneeling, crouching, and reaching; ability to lift and carry objects weighing up to 50 pounds.

Mathematical Ability:

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, interpret graphs, and measure data.

Language Ability and Interpersonal Communication:

- Ability to communicate effectively.
- Strong research skills.
- Ability to work effectively and independently.
- Responsible, organized and provides attention to detail.
- Knowledge of computer and software programs; i.e. Word, Excel, Google Doc, etc.
- Ability to comprehend and correctly use a variety of informational documents.
- Ability to comprehend a variety of reference books and manuals.
- Ability to meet deadlines and maintain confidentiality of restricted information.
- Ability to work under stressful conditions and maintain personal composure.
- Ability to work alone, and to work within groups; ability to supervise.

Environmental Adaptability:

- Ability to work effectively in an office environment and outdoors being exposed to extreme weather conditions.

Rate of Pay: \$15.86 - \$18.99 / hour

- Grade 4 as designated by current salary ordinance.

Work Hours:

- Five 5-hour days (typically 7 a.m. – 12 p.m.), some seasonal variability possible. Flexible scheduling is an option.

Applications are available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities.

The City of Goshen provides equal employment opportunities to all employees and applicants for employment. EOE/Drug Free/Smoke Free