

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: TH166 Intern IV (Forestry)
POSITION #/TITLE: Intern IV (Forestry)	Adopted: 02-14
	Revised:

POSITION DESCRIPTION

Dept /Division: Public Works/Engineering	Manager Level: Non-Manager
Salary Plan/Description: TSH/Temporary Seasonal Hourly	Salary Grade: 30
Reports To Position #/Job Code #/JC Title: 2422/NB359/Arborist-Landscape Architect	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Light	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: None
Personal Protective Equipment: Eye, Foot	

General Statement of Duties

Assists the City Arborist with the Forestry program in assigned special projects, primarily field collection of data as it relates to the City's tree inventory, mortality of newly planted trees, code interpretation and revision and evaluation of safety protocols.

Distinguishing Features of the Class

Leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Researches and evaluates current code language;
 Updates the City's website related to the Forestry program;
 Creates training tools for field staff;
 Researches and implementation of BMP's;
 Evaluates the mortality of new street trees;
 Reviews recent development projects for code enforcement;
 Reviews City Code;
 Assists in plan review;
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;
 Attends work regularly at the designated place and time;
 Supports continuous process improvement initiatives;
 Performs related work as required.

Required Knowledge and Abilities

Knowledge of current ANSI and OSHA standards (A300 and Z133.1);
 Knowledge of current planting and pruning techniques;
 Knowledge of insect and disease problems associated with trees and shrubs in the Midwest, as well as other abiotic and biotic problems;
 Ability to identify tree species rated to Midwest hardiness zones 4-5;
 Ability to utilize Microsoft Office including Word, Excel and PowerPoint;
 Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Requires a minimum of 2-4 years of technical training or study towards a degree in forestry, urban forestry, arboriculture, biology, botany or other related field; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid license to drive in the State of Iowa

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to inspect facilities and work areas for safety conditions and concerns;
Sufficient manual dexterity, which permits the employee to operate computerized equipment and safety testing devices;
Sufficient personal mobility which permits the employee to inspect field work sites.