



CITY OF SAINT PAUL

Mayor Melvin Carter

400 City Hall Annex  
25 West 4<sup>th</sup> Street  
Saint Paul, Minnesota 55102

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**Forestry Section**  
**2020 Urban Forestry Intern**  
1 Position Available

As an Urban Forestry intern, you will assist Forestry staff on a variety of projects with a special focus on shade tree disease control by completing a systematic city-wide tree survey and aiding tree planting efforts.

**Duties:**

- Tree Inspection: Survey the city for diseased and dying trees on public and private property.
- Utilize tree management software and GIS in the field to conduct inventory and create work records.
- Enforce City ordinance and determine ownership of diseased trees on private property
- Communicate with the public regarding City Policies and procedures.
- Aid community outreach and education efforts at special events relating to urban forestry issues.
- Diagnose tree health issues generated by public requests
- Work with forestry staff and contractors on planning and implementation of seasonal tree planting.
- Assist Natural Resources Unit as needed with volunteer events involving management of natural areas.
- Perform other related duties as needed, including assisting with Burly Oak tree mascot at City events.

**Mandatory Qualifications:**

- Must possess a valid Minnesota Class D driver's license, or equivalent out-of-state, with no moving violation suspensions or revocations (including DUI) within the one-year period prior to the date of hire (parking-related offenses excluded.) A provisional driver's license (without restrictions) will be accepted.
- Working towards or in possession of a degree in Urban Forestry, Forestry or related field.
- Able to perform assigned tasks in variable weather conditions.
- Able to communicate with staff and the public by phone, e-mail and in person.
- Able to comprehend and communicate with the public regarding City/Forestry policies and procedures.
- 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 \$14.00 to \$15.00 per hour depending on qualifications.
- Orientation and on the job training will be provided to carry out the duties of the position.

**To set up an interview, or for more information, contact:**

- Karl Mueller at (651) 632-2429 or karl.mueller@ci.stpaul.mn.us

**Deadline:** March 6th, 2020, or until all positions are filled.



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