



**CITY OF LAKEVILLE**  
invites applications for the position of:

## **Forestry Technician**

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**SALARY:** \$24.63 - \$26.51 Hourly  
**OPENING DATE:** 03/13/19  
**CLOSING DATE:** 03/27/19 04:00 PM

**POSITION:**

Provide support in administering forestry programs such as reforestation, and shade tree epidemic pest control, conduct tree inspections, and provide public outreach and technical assistance.

Starting salary range is \$24.63 - \$26.51, DOQ  
2019 salary range is \$24.63 - \$30.72

**MAJOR AREAS OF ACCOUNTABILITY:**

1. Assist the City Forester in implementing the City of Lakeville's Shade Tree Epidemic Pest Control Program, ordinance and policy. Act as one of the primary tree inspectors responsible for identifying trees, tree diseases and pests on public and private property. Keep accurate records and provide technical assistance, education and excellent customer service to the public.
2. Assist with the city-wide reforestation program by identifying planting locations, ordering appropriate stock and species, and working with crews, volunteers or contractors to complete the projects. Provide follow up care when needed and conduct inspections to ensure proper planting by contractors on public properties, as well as inspections on required landscaping associated with screening new developments and trees in commercial areas.
3. Assist with inspections on public property and street right-of-way including invasive species identification, inspecting trees for pruning/maintenance/ removal/plant health care needs, or sightline issues.
4. Assist with plan review and provide follow up inspections to ensure the City of Lakeville's Tree Preservation ordinance is being followed during construction.
5. Provide guidance and meet with volunteer groups and individuals who seek to plant, water, and mulch trees or perform habitat restoration work (invasive species removal) on public property. Provide follow up site visits to track progress and oversee crews or contractors when the work is outside volunteer scope.
6. Assist the City Forester in planning and implementing forestry education and outreach programs such as the Tree Sale, planting events and event booths.
7. Assist in monitoring contracted work for tree removals, stump grinding and plant health

care.

8. Work with maintenance staff, seasonal employees and volunteers to complete forestry-related projects and oversee tree care such as watering, tree planting, mulching, pruning and plant health care.

9. Ensure forestry record keeping remains updated including the city-wide tree inventory, Tree City USA data, GIS tracking of oak wilt pockets, invasive species management work and inspections conducted as part of the Shade Tree Epidemic Pest Control ordinance.

### **RELATIONSHIPS AND CONTACTS:**

The Forestry Technician:

- Is under the immediate general and technical supervision of the City Forester
- Communicates and works effectively with staff from all city departments
- Confers with key staff and the City Forester on works in progress, to review current tasks and assignments and submit material requisitions for approval.
- Mentors and coaches seasonal tree inspectors, interns and volunteers

### **KNOWLEDGE/SKILLS/ABILITIES:**

#### **Knowledge of:**

- Tree species, diseases, and pest identification
- Tree planting, pruning, maintenance and safety practices
- Woodland and prairie ecosystems and invasive species
- Tree ordinances and policies related to municipal government
- Urban forestry management principles, practices
- City government, and public landscapes
- Arboricultural tools and equipment

#### **Ability to:**

- Communicate effectively both orally and in writing

### **QUALIFICATIONS:**

- Associate's Degree in forestry, natural resources, horticulture or closely related field in addition to at least three-years of applicable experience; or
- Bachelor's degree in forestry, natural resources, horticulture or closely related field
- One-year cumulative work experience identifying regional tree species, diseases and pests
- Demonstrated knowledge and experience with tree planting, establishment and pruning
- Six-months cumulative work experience of planning programs, projects, vegetation maintenance or events including tree planting initiatives, or environmental events
- Perform all essential position functions including physical labor and equipment operation commonly encountered in urban forestry programs
- Possess a valid driver's license

### **DESIRED QUALIFICATIONS:**

- Minnesota Tree Inspector's Certificate
- ISA Certified Arborist

- One-year field experience including tree climbing and the use of a bucket truck and aerial lift to prune or remove trees
- Experience working with a municipal forestry program as staff or contractor
- One-year cumulative experience providing work direction to staff, volunteers or contractors
- Professional experience with MS Office (Word, Excel, PowerPoint, Outlook), GIS and ArcMap applications

## **ADDITIONAL INFORMATION:**

### **ENVISION LAKEVILLE PAST - PRESENT - FUTURE**

#### **VISION STATEMENT**

"We envision a thriving, multi-generational community where families, friends, and neighbors connect, live, learn, work, and play. Great schools; a diverse local economy; exceptional parks, trails, and recreational opportunities; vibrant social and cultural institutions; safe neighborhoods; and responsive and cost-effective public services together create a place we are proud to call home."

#### **COMMUNITY VALUES**

Diversified Economic Development  
 Good Value for Public Services  
 Safety Throughout the Community  
 Design that Connects the Community  
 High Quality Education  
 A Home for All Ages and Stages of Life  
 A Sense of Community and Belonging  
 Access to a Multitude of Natural Amenities and Recreational Opportunities

#### **STRATEGIC PRIORITIES**

Increase Economic Sustainability  
 Support High Quality Education  
 Develop a Community of Choice  
 Cultivate a Sense of Community  
 Provide Services that Add Value

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.lakevillemn.gov>

Position #2019-16  
 FORESTRY TECHNICIAN  
 TS

20195 Holyoke Ave  
 Lakeville, MN 55044  
 952-985-4490

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## **Forestry Technician Supplemental Questionnaire**

- \* 1. The following questions are the "Training and Experience" exam. These questions are asked as a means of producing a report listing your qualifications. The report will be used to filter applications. Provide complete information for each question and do not

write "See Resume". Do you understand that "See Resume" is not an acceptable answer and could eliminate you as a candidate?

- Yes
- No

- \* 2. Do you have a degree in forestry, natural resources, or horticulture?
  - Associate's Degree
  - Bachelor's Degree
  - No advanced degree
- \* 3. Please list the specific program/degree that you have completed. If none, type N/A.
- \* 4. How many cumulative years of professional work experience do you have in tree species disease and pest identification?
  - No experience
  - Less than one year
  - One year to less than two years
  - Two years to less than three years
  - Three years of experience
  - More than three years of experience
- \* 5. Please describe your professional work experience in tree planting, establishment and pruning?
- \* 6. Please describe your arborist professional experience climbing trees and/or use of bucket truck/aerial lift to prune or remove trees.
- \* 7. Which of the following software Microsoft programs do you have proficiency in?
  - Excel
  - Word
  - PowerPoint
  - Outlook
  - None
- \* 8. Please describe your experience with a variety of computer software applications such as GIS, Arc Map or other inventory software.
- \* 9. How many years of professional work experience do you have in planning programs, projects, vegetation maintenance or events including tree planting initiatives, or environmental events?
  - No experience
  - Less than 6 months
  - 6 months to less than one (1) year
  - More than one (1) year
- \* 10. Please describe your professional work experience in planning programs, projects, vegetation maintenance or events including tree planting initiatives, or environmental events. If no experience, please type N/A.

\* 11. Please describe your professional work experience in forestry, natural resource, etc...  
If no experience, please type N/A.

\* 12. Describe your experience working with a municipal forestry program. If no experience, please type N/A.

\* 13. Do you have a Minnesota Tree Inspector's Certificate?

Yes  No

\* 14. Are you an ISA Certified Arborist?

Yes  No

\* 15. Do you have a valid driver's license?

Yes

No

16. How did you hear about this position with the City of Lakeville?

City of Lakeville Website

Current City Employee

League of Minnesota Cities Website

Social Media

Other

17. If you selected other, where did you hear about this position?

\* Required Question