

## **Job Description City of Mequon**

**Job Title:** FORESTRY MAINTENANCE INTERN (Full-Time Seasonal)

**Timeline:** May 11– September 1 (approximate)

**Department:** Parks and Forestry Division

**Hours:** 6:30a – 3:30p (M-Th) & 6:30a – 10:30a (Fri)

**Starting Rate:** \$10.00/hour (no benefits)

### **Duties:**

- Perform a variety of Urban Forestry tasks, including but not limited to EAB program assignments, identification of basic tree diseases, and assisting in updating City’s street tree inventory.
- Assist with generation of informational materials and reports for city’s Tree Board, as well as attend meetings.
- Assist with and monitor contracted forestry work.
- Assist with public education and social media outreach.
- Compose and submit for review Friday Bulletin information (monthly).
- Perform maintenance including landscaping, mowing, weeding, spreading mulch, pruning, removals, brush pick-up, planting, watering, and basis tree maintenance.
- Work collaboratively with all other Parks and Forestry staff.
- Miscellaneous maintenance duties including City nursery duties and other duties as assigned.

### **Qualifications:**

- Ability to follow written and verbal instructions.
- Ability to work as part of a team and under limited supervision.
- Ability to operate related landscape equipment.
- Ability to lift and manipulate items weighing up to 50 lbs.
- Ability to work out of doors in all weather conditions for extended periods of time.
- Ability work on your feet for full 8-hour shift.
- High school diploma; 16+ years of age.
- Valid Wisconsin driver’s license, good driving record and ability to operate pick-up size vehicles.

*\*\*Employment contingent upon pre-employment drug screen\*\**