

City of Helena Recruitment Notice

Parks Maintenance-Arborist Assignment

Department: Parks & Recreation

Salary Range \$16.9459-17.7932/hr + excellent benefit package

Position closes 5:00 pm MST, February 17, 2012

The Position

Under general supervision, performs a variety of skilled and semi-skilled tasks in the pruning and maintenance of the City's trees including tree and forest evaluation, disease prevention, tree maintenance and promotion of urban forestry information and ideas.

Work Schedule

Monday - Friday, 7:00 a.m. - 3:30 p.m.

Supervision Exercised

May act as a lead worker of a seasonal or regular work crew.

Important and Essential Duties

Perform all aspects of tree care services: Perform assessment of tree condition and health and inventory of trees and urban forests in city parks & public rights-of-way.

Perform tree trimming, hazardous tree removal and tree planting; tree maintenance, planting, preservation & removal activities in city parks & public rights-of-way.

Diagnoses disease and insect problems and takes remedial action as appropriate.

Abate and clean up storm damage.

Operate the maintenance of an inventory system of all trees using computer programs and record systems (GPS/GIS). Enter and retrieve data on computer system.

Ensure that all tree care work is performed in accordance with industry and city safety standards.

Ensure that equipment is properly inspected and working properly at all times including before, during and after each day's work.

Operate, service, and make minor repairs to equipment. Perform routine maintenance on related equipment.

Order related supplies.

Perform tree care using aerial lift, pruning and planting equipment.

Ongoing contact with employees and the general public. Conduct oneself in a professional manner and maintain a professional image at all times.

Use of individual judgment within prescribed standards and procedures.

Arrive at work according to work schedule and times.

Variable work schedule including weekends, and evenings.

Maintain accurate records of inventory.

Perform manual labor and other duties as assigned.

Perform other duties as assigned.

Must be available to respond to emergency call out.

Candidate Profile

Knowledge of:

Urban forest practices, tree trimming and planting safety considerations and OSHA standards and guidelines.



About the City of Helena and its government

Helena is located in the heart of the Rocky Mountains of Western Montana. It has an estimated population of nearly 29,000 people. Helena has been the state capital of Montana since 1894.

Helena was incorporated in March 1881 and adopted a charter form of government in 1977. One Mayor and 4 commission members are elected to four-year terms.

The city provides a full range of municipal services to its citizens including police, fire, parks and recreation, street maintenance, planning and zoning, transit, water, sewer, storm-water, code enforcement, engineering, sanitary services and administrative services.

The City of Helena will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, physical or mental disability, political affiliations, or any other non-merit factor. The City of Helena is a Drug-Free Workplace.

Knowledge of cont:

Understanding and knowledge of how all tree care equipment is used to carry out work in a safe, efficient and effective manner (pole pruners, hand saws, chain saws, lift trucks, chippers, and stump grinders).

Montana Code Annotated and Helena Municipal Code relating to trees and vegetation in the parks and rights-of-way.

Working knowledge of computers and GIS systems.

Skill to:

Operate department equipment and perform tree maintenance tasking using a variety of mechanical and hand tools.

Identify tree species.

Ability to:

Read and follow maps and use GPS/GIS database systems.

Recognize and plan for the needs of urban forest, works closely with city staff, other departments, contractors and volunteer organizations to see projects to completion.

Perform or quickly learn the variety of skills needed to perform assigned major duties.

Establish and maintain positive relationships with City employees, supervisors and the public.

Special Requirements & Physical Demands

Special Requirements:

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT CDL-Class B drivers license within six months of hire. If you reside out of state and are selected for a final interview, you will be required to bring a current copy of your driving record with you.

Subject to pre-employment as well as random, reasonable suspicion, post accident and follow-up drug and alcohol testing as per the City of Helena substance abuse policy.

Physical Demands/Work Environment:

Duties require frequent periods of standing, walking, talking or hearing, climbing or lifting/carrying, pulling/pushing, reaching with hands and arms, and using hands to finger, handle or feel. Duties require occasional periods of sitting, and keyboarding. Weights up to 80 pounds are frequently encountered with some exposure to items weighing up to and in excess of 400 pounds with assistance. Duties require upper body (back, shoulders and neck) strength. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hazards include frequent exposure to high speed chain saws; moving, mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions (sun, heat and cold); risk of electrical shock; cramped quarters; vibration; stinging insects; and human error. Hazards can also include occasional exposure to toxic or caustic chemicals and angry/hostile humans. Must be able to add, subtract, divide and multiply. Reading materials require complex interpretation; verbal instructions require moderate interpretation.

Duties performed outdoors in variable climatic and atmospheric conditions.

Must be willing to work nights, weekends, holidays and storms as needed.

Minimum experience and training qualifications

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Training/Experience:

High school graduation or equivalent plus some (1-3 years) experience in grounds maintenance, landscape architecture, horticulture or arboriculture; and in the operation, service and minor repair of a variety of light and heavy duty equipment, including chain saws, tree trimming tools, bucket trucks and general shop equipment.

Qualifications or experience in the following areas is desired; supervision of others, use of herbicides, the use of brush chippers and tree trimming truck and computer programs and record systems (GPS/GIS).

License or Certificate:

Must obtain Arborist Certification from the International Society of Arboriculture within 12 months of hire.

How to Apply

If you meet the minimum requirements specified and have the knowledge, skills and abilities pertinent to this position, applications are available online at www.ci.helena.mt.us, click Jobs/Employment link on left side of page, then the How to Apply link or outside the HR office at the address below. City Application, Resume and copies of relevant certifications are required for this position. All application materials must be received by 5:00 p.m. MST, February 17, 2012.

City of Helena, Human Resources, 316 N Park Ave, Rm 106, Helena, MT 59623