



Date Developed:	September 2016
HR Review Date:	Sep 2024

**JOB DESCRIPTION/JOB POSTING**  
 AN EQUAL OPPORTUNITY EMPLOYER M/W/D

<b>DEPARTMENT:</b>	<b>Public Works Agency</b>
<b>DIVISION:</b>	<b>Forestry</b>
<b>POSITION TITLE:</b>	<b>Forestry Worker I</b>
<b>JOB TYPE:</b>	<b>Full-time</b>
<b>PAY GRADE/RANGE:</b>	<b>PW22 \$32.877-\$38.226/hourly</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>CIVIL SERVICE STATUS:</b>	<b>Non-Exempt</b>
<b>OPENING DATE:</b>	
<b>CLOSING DATE:</b>	

\*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for the range.

**Nature of Work:**

This is a full-time, entry-level public works Forestry Worker I position involving on-the-job training to perform a variety of unskilled and semi-skilled forestry work and operate a variety of equipment within the Public Works Agency. Employees will use hand and power tools such as saws, brooms, rakes, and shovels, as well as forestry equipment such as chainsaws, brush chippers, and stump cutters. Tasks require employees to work outdoors for most of the workday, year-round, in all weather conditions. Work is often performed in heavy traffic, requiring employees to be alert to avoid accidents or personal injuries. Employees will be assigned tasks of a similar or higher-level classification to gain experience and training in preparation for advancement. Safety equipment such as hardhat, safety glasses, reflective vests, gloves, safety toe shoes, hearing protection, and other protective equipment are required to be worn. This position requires both scheduled and unscheduled overtime for emergencies and special projects, including weekends, evenings, and holidays.

**Essential Functions (Specific assignment will include some or all of the following):**

- Uses forestry tools such as, but not limited to, hand pruners, hand saws, chain saws, and pole saws.
- Unloads hand and power equipment from vehicle.
- Performs tree care duties including watering, properly planting trees, properly pruning trees, mulching trees, dragging, and chipping brush and logs.
- Delivers soil, wood chips, and other materials to work site and shovels, rakes, and levels materials.
- Safely operates public work equipment and tools of various sizes with different attachments.
- Drives a pick-up truck, or larger CDL truck, to plow snow and spread salt.
- Drives a small dump truck to transport materials; operates controls in truck cab to dump and spread materials on surfaces.
- Checks equipment and performs preventative maintenance.

- May assist in other divisions on an as needed basis.
- Assist in chemical applications.
- Snow and ice removal that includes irregular work hours, round the clock availability and working in extreme weather events.
- The ability to respond to emergency situations regarding storm damage and other City emergencies on short notice at all hours of the day or night, including holidays and weekends.
- Ability to learn and utilize CMMS and other required City computer software.
- Performs various other tasks as assigned.

### **Minimum Requirements of Work:**

- Must possess a high school diploma or GED.
- Must possess a valid driver's license and a safe driving record.
- Must be willing and able to obtain a Class A or B Commercial Driver's License with full air brakes within six months of employment and maintain it as a condition of employment.
- Must be willing and able to obtain a State of Illinois Pesticide Operator's certification within one year of employment and maintain it as a condition of employment.
- Must be willing and able to obtain National Incident Management System (NIMS) ICS 100, 200, 700, and IS 800 Certification within 12 months of employment.
- Relatable experience in forestry or horticulture is preferred.
- Knowledge, skills, and abilities in the following areas:
  - Some knowledge of the safe operation of hand and power tools.
  - Some knowledge of the operating instructions and safety aspects of public works equipment.
  - Ability to understand and follow verbal and written instructions.
  - Ability to read and communicate effectively both orally and in writing.
  - Ability to satisfactorily complete tasks without close supervision.
  - Ability to establish and maintain effective working relationships with supervisor, co-workers, other employees, and the public.
  - Ability to greet the public in a courteous and pleasant manner, and with a customer-service orientation.
  - Ability to work flexible schedules when required or assigned, including evenings, weekends, and holidays.

### **Physical Requirements of Work:**

- Ability to exert up to 50 pounds of force occasionally, up to 20 pounds frequently, and up to 10 pounds of force constantly to move objects; ability to move heavy objects (100 pounds or more) short distances.
- Ability to work outdoors in various weather conditions such as extreme cold, high winds, rain, snow, sleet, high temperatures, humidity, and other uncomfortable conditions.
- Ability to use all equipment and power tools required to perform assigned tasks efficiently.
- Ability to focus on small and distant objects, recognize the depth of objects, lift, bend, kneel, sit, or stand for long periods of time, work in confined spaces, and work outdoors at night with limited lighting.
- Ability to walk or navigate over rough, uneven, or rocky surfaces.
- Ability to work around chemicals, asphalt products, concrete, vehicle or equipment fumes, gasses, dust, and dirt while following safety guidelines.
- Ability to work on job sites with elevated noise levels and vibrations.

### **Supervision:**

Work is performed under the general direction of a supervisor or crew leader. Assignments may vary from day to day depending on the season and work requirements. Instructions, either verbal or written, are in the form of the project to be completed, with the employee responsible. Work is reviewed through ongoing observation, written and verbal communications, meetings and feedback from the supervisor and from other department employees. Guidance is provided through rules and regulations, policies and procedures,

Unified Work Rules, Union Contract, Personnel Rules and OSHA. Work is evaluated at least annually for the safe and skilled operation of equipment, quality of tasks, adherence to work rules, and performance in accordance with classification standard.

**Public Contact:**

The employee has contact with the general public in residential areas and with the public using parks and recreational areas to respond to questions and complaints and provide general direction; the employee has regular contact with other City employees in order to share information and complete work tasks.

SELECTION METHOD	TYPE OF ELIGIBILITY LIST	LIFE OF ELIGIBILITY LIST
Structured Oral Interview		2 years

***To apply for this position, please apply online at [www.cityofevanston.org](http://www.cityofevanston.org) on or before the closing date.***

**Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.**

*The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-866-5095 (TTY).*