



City of Ames

## Forestry Seasonal Staff - Parks & Right of Way

<b>SALARY</b>	\$14.00 - \$14.85 Hourly	<b>LOCATION</b>	50010, IA
<b>JOB TYPE</b>	Temporary	<b>JOB NUMBER</b>	23-PRSE-01
<b>DEPARTMENT</b>	Parks and Recreation - Temporary & Part-time positions	<b>OPENING DATE</b>	02/23/2024
<b>CLOSING DATE</b>	4/1/2024 5:00 PM Central	<b>FLSA</b>	Non-Exempt
<b>BARGAINING UNIT</b>	MERIT	<b>RESIDENCY REQUIREMENT?</b>	No

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

### General Information

The City of Ames Parks and Recreation Department is currently accepting applications for Temporary Seasonal Staff. These are temporary positions working from April through November 2024. Flexible days and hours, with an average of 10-40 total hours per week.

Directly accountable to the City Forester and adjunctly accountable to Parks and Facilities Superintendent, and the Parks and Recreation Director.

### Examples of Essential Job Functions

Individuals interested in this position will assist in maintaining the trees in the Parks and Right of Way areas. Duties include cutting and trimming of trees, planting and watering trees, and chipping of tree debris. Secondary duties may include mowing and string trimming of turf, small construction, playground maintenance, and other assigned duties. The primary work location is 319 East 9th Street, but work will take place throughout the City's Parks, Right of Ways, and other City facilities as needed. Work hours are typically scheduled Monday - Friday 7 AM - 3 PM, with flexibility on number of days and hours per day worked as mutually agreeable. (work hours include 30 minute unpaid lunch)

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; committing to diversity, equity, and inclusion; championing employee

involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respecting one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

## Qualifications

### Minimum Qualifications

- Must be at least 18 years of age.
- Must have valid driver's license.
- Previous experience is preferred
- Education in the field of forestry, horticulture, natural resource management or similar area of study is preferred.

### Knowledge and Skills

- Demonstrate strong decision-making skills, initiative, dependability, organization, enthusiasm, leadership, and a desire to serve the public.
- Be physically capable to perform work required, under various outdoor conditions.
- Ability to take direction from superiors and be able to complete duties with or without supervision.
- Knowledge of the types and uses of common hand tools, materials, and equipment used in construction, maintenance and repair work.
- Skill in the use and care of tools and other equipment used to complete varying tasks.

### Professional Expectations

- Understand, appreciate and embody the City of Ames Core Values.
- Establish and maintain effective working relationships with citizens, public service organizations, supervisors, co-workers, other city employees, and vendors
- Maintain an exceptional level of safety. All Personal Protective Equipment (PPE) will be provided by the City.
- Safety footwear is required, but not provided by the city.
- Maintain a professional appearance per written policy at all times while on site.
- Maintain a professional demeanor (calm and courteous) at all times while on site.

### Physical and Environmental Characteristics

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, repetitive motions.

Physical Characteristics of Work: The work involves sitting 0 to 5 percent of the time; sitting and using arm/leg controls 10 to 40 percent of the time; standing (but not walking) 0 to 35 percent of the time; standing and walking 10 to 35 percent of the time; frequently lifting objects under 10 pounds; routinely lifting objects from 10 to 25 pounds; routinely lifting objects from 25 to 50 pounds; and routinely lifting objects over 50 pounds.

Vision Requirements: The minimum standard for use with those whose work deals with machines such as lathes, drill presses, power saws or mills where the seeing job is at or within arm's reach.

Environmental Conditions: The work is performed inside and/or outside and includes being exposed to extreme cold, extreme heat, noise, vibration, mechanical hazards, electrical hazards, chemical hazards, atmospheric conditions that affect the respiratory system or skin, oils, may be required to wear a respirator, may work in confined spaces, darkness or poor

lighting conditions, trenches, and/or isolation.

Equipment Essential to the Job: A variety of motor vehicles and heavy equipment including pick-up trucks, dump trucks, aerial boom trucks, end loaders and backhoes; a variety of printed materials including memos, blueprints, instructions, maps, and schedules; a variety of measurement and diagnostic tools and equipment including tape measures, scales, levels, and squares; a variety of general purpose maintenance equipment including brooms, shovels, cleaning equipment and chemicals, and extension cords; various welding equipment; hydraulic, air, and water hoses; power and hand tools including grinders, drills, saws, air compressors, pumps, screwdrivers, and wrenches; a variety of safety equipment and clothing including dust filters, ear plugs, a first-aid kit, gloves, safety goggles, raincoats, and gas monitors; personal computers and peripheral equipment; some office and audio-visual equipment including telephones, intercoms, calculators, video cassette players, televisions, and inspection equipment.

## Supplemental Information

### Selection Process:

The selection process consists of an evaluation of education and experience, an interview, and completion of a criminal background check, which includes a sex offender registry check and motor vehicle record check. All candidates will be notified by email of their application status.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

### E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

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#### Agency

City of Ames

#### Address

515 Clark Ave

Ames, Iowa, 50010

#### Phone

515-239-5199

#### Website

<http://www.cityofames.org/jobs>

## Forestry Seasonal Staff - Parks & Right of Way Supplemental Questionnaire

**\*QUESTION 1**

**I will be at least 18 years of age and possess a valid driver's license at the time of hire.**

- ☐ Yes
- ☐ No

**\*QUESTION 2**

**Describe your experience in urban forestry.**

**\*QUESTION 3**

**Describe your experience using power tools and other forestry equipment (chainsaws, pole saws, handsaws, etc.).**

**\*QUESTION 4**

**Students: Are you looking to work during the school year or only during the summer season?**

- ☐ During school and summer
- ☐ Summer ONLY
- ☐ I'm not a student

**\*QUESTION 5**

**Work hours are 7AM-3PM, Monday - Friday, but can be flexible as needed. Are you available to work during this time period? (if NO, please provide days and times you are available to work)**

**\* Required Question**