

HORTICULTURAL INTERN

VILLAGE OF SHOREWOOD

SUMMARY: Employees in this class are responsible for performing skilled and semi-skilled duties for parks, forestry and public works assignments.

Successful candidates may be required to pass a physical examination, a background check, and a drug screening as a condition of employment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist the Horticulturalist with landscape maintenance duties in all Village parks and municipal areas.

Assist the Horticulturalist with the coordination and supervision of the seasonal workforce.

Assist forestry department with emerald ash borer control.

Assist forestry department with planting, pruning and other tree care tasks including maintenance of GIS records.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Coursework in horticulture or a related field or at least one year related experience and/or training, or equivalent combination of education and experience. Additional training will be provided at the discretion of the Director or Assistant Director of Public Works.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a valid Wisconsin Driver's License.

OTHER SKILLS and ABILITIES: Knowledge of the methods, material, tools and equipment used in the care of trees, shrubs and flowers grown in Wisconsin; ability to use and operate the tools and equipment used on the job; ability to plan work and supervise small crews.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit, climb or balance, and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and /or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration.

The noise level in the work environment is usually loud.

While performing the duties of this job, the employee must work in and around heavily trafficked areas. The duties include planting and maintaining flowers and shrubs in traffic medians.