

**CITY OF COLUMBIA HEIGHTS  
EMPLOYMENT OPPORTUNITY  
OPEN COMPETITIVE**

Date: April 15, 2019

**POSITION:** **PART TIME URBAN FORESTRY SPECIALIST – PUBLIC WORKS**

**DUTIES:** Provides technical, professional, and advisory services to residents and city personnel regarding forestry and horticulture and assists in a variety of technical activities designed to promote and maintain a healthy urban forest ecosystem. Provides the public and city personnel with technical and professional guidance related to controlling shade tree diseases (Dutch Elm, Oak Wilt, Emerald Ash Borer) and hazardous trees on public and private property within the city.

**REQUIRED QUALIFICATIONS:** Tree Inspector Certification; Working toward a degree in Urban Forestry, Horticulture, or related field; Ability to read maps and use a compass, work outdoors, walk on uneven surfaces, and through varied terrain; Valid Class D Driver’s License; One year experience with word processing and spreadsheet applications; Familiarity with mobile iPad GIS technology; Excellent verbal and written skills.

**DESIRED QUALIFICATIONS:** Course work in dendrology, entomology, and pathology; Two years of experience in urban forestry, horticulture, or related field; Working knowledge of site preparation, planting techniques, and associated maintenance of reforestation projects.

**HOURS:** This is a part time, 28 hour per week, position.

**WAGE:** \$21.68 - \$26.97 per hour. This position is represented by the American Federation of State, County, and Municipal Employees union.

**APPLICATION PROCEDURE:** Applications are available from the City Hall Information Window, on the City’s website at [www.columbiaheightsmn.gov](http://www.columbiaheightsmn.gov), by e-mailing Nancy Becker at [nbecker@columbiaheightsmn.gov](mailto:nbecker@columbiaheightsmn.gov), or by calling 763-706-3606. To be considered for this position, a City application form MUST be completely filled out and returned to the HR Director / Assistant City Manager, 590 40th Avenue NE, Columbia Heights, MN 55421 or [kbourgeois@columbiaheightsmn.gov](mailto:kbourgeois@columbiaheightsmn.gov). Position is open until filled with priority given to applications received by 4:30 pm, Friday, May 3, 2019. Applicants may submit any other data they feel is pertinent to their consideration. Resumes will be accepted in addition to, but not in lieu of, a City application.

**SELECTION PROCEDURE:** Applicants will be evaluated on the following criteria:  
Experience & Training Rating ..... 50%  
Oral Interview ..... 50%

**CLOSING DATE:** Position is open until filled with priority given to applications received by 4:30 pm, Friday, May 3, 2019.

**--AN EQUAL OPPORTUNITY EMPLOYER--  
M/F/V/H**

**THE CITY OF COLUMBIA HEIGHTS DOES NOT DISCRIMINATE ON THE  
BASIS OF DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES**