



MINNEAPOLIS PARK AND RECREATION BOARD
invites applications for the position of:
**Forestry Preservation
Coordinator**

SALARY: \$31.61 - \$37.34 Hourly

OPENING DATE: 02/03/20

CLOSING DATE: 02/14/20 04:30 PM

WHO WE ARE:

Established in 1883, the Minneapolis Park and Recreation Board (MPRB) oversees a renowned urban park system spanning 6,809 acres of parkland and water. Featured among its 180 park properties are 55 miles of parkways, 102 miles of Grand Rounds biking and walking paths, 22 lakes, 12 formal gardens, 7 golf courses and 49 recreation centers. The MPRB is proud to provide services, programs and activities that meet the park and recreation needs of diverse communities and ensure race equity, gender inclusion and universal access. Altogether, MPRB properties receive about 23 million visitors annually, and employs approximately 570 full-time and 1,400 part-time and seasonal employees.

Park it here for an exciting career by joining the #1 urban park system in the United States as recognized by the Trust for Public Land in 2013, 2014, 2015, 2016, 2017 and 2018.

SUMMARY:

The MPRB is looking for a dedicated Forestry Preservation Coordinator to support the MPRB's efforts to assure a healthy, vibrant and sustainable urban forest by providing expertise and oversight to the MPRB, City, other government agencies and private companies regarding the use of best management practices to preserve and protect trees growing within public rights of way, parks and on other public properties. This work is accomplished in ensuring that the needs and interests of diverse communities are met while exhibiting cultural proficiency in meeting the needs and interest of underserved and under-represented communities. **This position is possible due to special funding for 2020 only, with plans to restore permanent funding in the next budget cycle.**

WHAT YOU'LL DO:

- Responsible to proactively work directly with efforts involving City Department of Public Works (DPW), Hennepin County and other government agencies to ensure that infrastructure conditions and designs will increase the longevity of public trees.
- Serve as primary contact for DPW Sidewalk Division and Street Maintenance Division to determine the impact of sidewalk &/or street repairs on public trees and work collaboratively with inspectors and contractors to resolve conflicts that may occur.
- Serve as MPRB Forestry representative to the City Standard Specification Review Committee and provide annual feedback for improvements.
- Represent MPRB Forestry on City's Preliminary Design Review, Capital Projects Task Force & other formal permit review processes to ensure that tree protection best management practices (BMPs) are incorporated into major City infrastructure improvement projects.
- Represent MPRB Forestry at City and MPRB pre-bid &/or pre-construction meetings to explain the specifications pertaining to tree preservation and the penalties for non-compliance.
- Assist City Community Planning & Economic Development Department (CPED), Downtown Council, Downtown Improvement District and Special Service Districts with specifications and location of trees on related projects.
- Effectively communicate to private developers the required use of tree preservation BMPs and specifications including why they are important.

- Lead efforts and work collaboratively with MPRB Planning Division to review plan designs, institutionalize tree planting specifications and preservation techniques during park improvement projects and conduct field inspections to ensure implementation of tree preservation by MPRB staff, contractors and permit holders.
- Perform an effective central coordinating role with all departments of the MPRB Environmental Stewardship Division to ensure standardization of tree preservation procedures during park maintenance operations and other activities.
- Prepare and make presentations to various audiences about matters related to the urban forest.
- Coordinate tree restitution program by determining tree valuations, distributing invoices and initiating a system of collecting and tracking money received as compensation for damaged trees.
- Develop specifications related to contracted tree preservation techniques and supervise contractors that perform the work to ensure compliance.

WHAT TO BRING:

Need to Have:

- Bachelor's degree from an accredited college or university with a major in urban forestry, forestry, horticulture, natural resources or related field.
- Increasingly responsible professional work experience in urban forest management preferably in a municipal setting; at least three (3) years.

OR

- Bachelor's degree in unrelated field and at least five (5) years of urban forest management experience.

OR

- An equivalent combination of related experience, education and training may be considered.

AND

- Valid driver's license.
- Certified Arborist from the International Society of Arboriculture.
- Tree Inspector's License from the Minnesota Department of Natural Resources.

Nice to Have:

- Municipal Specialist credential from the International Society of Arboriculture preferred.
- Pesticide Applicator License from the Minnesota Department of Agriculture in categories A & E (obtained within 6 months of hire).
- Tree Risk Assessment Qualification (TRAQ) program from the International Society of Arboriculture (obtained within 1 year of hire).

Skills Crucial to Success in This Role:

- Experience with and understanding of construction techniques, practices and equipment used in utility, street and other facility construction and maintenance.
- Knowledge of municipal ordinances, rules, regulations, standards, specifications, policies and procedures applicable to assigned duties.
- Outstanding customer service principles and practices for a diverse customer base.
- Best management practices, technology applications and arboricultural assessment tools for urban forest management and tree preservation in a municipal setting.
- Job related software applications, external resources and departmental specific procedures; utilize such tools to complete work assignments.
- Outstanding customer service principles and practices and standards for a diverse customer base.

- Work at a proficient level with computer and software applications used in business settings and MPRB work (i.e. word processing, spreadsheets, data management systems), including those specific to the Forestry Department.

ADDITIONAL INFORMATION:

Job Information Session: A 30-minute Job Information Session will be held on Monday, February 10, 2020 at 12:30pm in the River Conference Room at MPRB Headquarters. This is your opportunity to ask questions about the position and to gain a better understanding of the civil service application process. Interested parties are encouraged to attend. If you are unable to attend in-person, please join us via phone conference at (612) 230-6595.

[View](#) a full list of qualifications and job description
[Learn more](#) about Veteran's Preference

Selection Process:

To apply for this full-time civil service position, applicants must complete an online application with supplemental questions at www.minneapolisparcs.org/jobs. Late applications will be rejected.

What steps the selection process involves:

- We review your minimum qualifications.
- We rate your training and experience based on application materials and supplemental questions (30%).
- We conduct a structured panel interview (oral exam) (70%).
- We calculate your civil service score based on the above components and place you on the eligible list if all testing components are passed (passing score for each component and as an overall score is 70.00 or above). Eligible list will expire in three (3) months.
- We refer the top finalists to the hiring manager for an interview.
- References, including verification of employment and work performance, may be considered.
- We conduct a background check. Upon receiving a conditional offer of employment, the applicant will be asked to sign an informed consent allowing the Minneapolis Park and Recreation Board to obtain their criminal history in connection with the positions sought. View the MPRB Background Check Policy at https://www.minneapolisparcs.org/_asset/9585u2/2013-Background-Check-Policy.pdf

Please note that HR reserves the right to limit the number of people invited to successive testing events.

*The MPRB is a tobacco-free workplace and park system.
The MPRB is an Equal Opportunity Employer.*

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.minneapolisparcs.org>

Position #REQ00401
FORESTRY PRESERVATION COORDINATOR
KC

2117 West River Rd N
Minneapolis, MN 55411

hr@minneapolisparcs.org

Forestry Preservation Coordinator Supplemental Questionnaire

- * 1. Following are a series of supplemental questions to assess your job-related experience and qualifications. The information on the application and your responses to the following supplemental questions will be used in a competitive evaluation of qualifications and will be used to determine your civil service score and placement on the eligible list. Therefore, all applicants are encouraged to be complete and thorough in their answers. The

employment history and education detailed in your general online application must validate/support your responses to the supplemental questions. If your responses cannot be validated, you will not proceed to the next step of the selection process. A resume may be submitted, but it will not substitute for the general online application or supplemental questions; responses such as "see resume," "see application," or a separate attachment with responses to supplemental questions will not be considered.

- I acknowledge that I have read and understand the above information and instructions.
- * 2. This position is possible due to special funding for 2020 only, to be reconsidered for 2021.
 I acknowledge and understand.
- * 3. Please indicate the highest educational degree you have received:
 High school diploma or equivalent
 Associate's Degree
 Bachelor's Degree
 Master's or Post-Graduate Degree
 I do not have a degree
- * 4. If you indicated in Question #2 that you have a degree, please list your major/area of study. If you do not have a degree, list "N/A."
- * 5. How many years of professional work experience do you have in urban forest management?
 Less than 3 years
 3 years but less than 5 years
 5 years but less than 7 years
 7 or more years
 I do not have this experience
- * 6. Please indicate which of the following licenses and certifications you currently hold. Check all that apply:
 Valid driver's license
 Certified Arborist from the International Society of Arboriculture
 Municipal Specialist from the International Society of Arboriculture
 Tree Inspector's License from the Minnesota Department of Natural Resources
 Pesticide Applicator's License from the Minnesota Department of Agriculture in categories A & E
 Tree Risk Assessment Qualification (TRAQ) program from the International Society of Arboriculture
 None of the above
- * 7. Describe your experience determining the monetary value of trees. What formulas or methodologies did you use to make this determination?
- * 8. Explain your experience working with contractors whose work may negatively impact trees. Examples include those that perform sewer repair or overhead utility line clearance. What did you learn from this experience that has helped with tree preservation?
- * 9. Describe your experience with pre-bid and/or pre-construction meetings as they relate to tree preservation. What topics did you cover and what kind of questions were posed by the attendees?
- * 10. Describe your experience preparing and making presentations to various audiences about matters related to the urban forest.

- * 11. The Forestry Preservation Coordinator will be working closely with the City Department of Public Works, Hennepin County and other government agencies on efforts to increase the longevity of public trees during infrastructure improvement projects. Describe your experience working with multiple organizations on tree related projects.

* Required Question