

CITY OF TEMPE

Temporary Employment Opportunity



Community Services • Parks & Recreation Division • 3500 S. Rural Road, Suite 201, Tempe, Arizona 85282 • www.tempe.gov/jobs

School Greening & Grounds Technician Grant Funded- Temporary Position

Community Services Department- Parks and Recreation- Urban Forestry

- Opening Date:** July 5, 2024
- Closing Date:** Open until the needs of the City are met.
- Hourly Wage:** \$20.67 per hour
- Work Schedule:** This is a Part-time, 30-hours-per-week position; Monday through Friday, 6:00 am to 2:30 pm (during the Winter months) and 5:00 am to 1:30 pm (during the summer months), with some weekend/evening hours anticipated.

This is a grant funded, part-time temporary position eligible for medical benefits.

The City of Tempe's *Growing Together* initiative aims to expand Tempe's urban forest canopy through a school greening program that involves planting and maintaining trees on Tempe Elementary School District properties. The School Greening & Grounds Technician will work with Tempe Elementary School District staff on trees and tree-related maintenance activities including planting, pruning, and removal.

Experience & Training:

- High school diploma or GED one (1) year of experience in tree care and landscape maintenance.
- Knowledge of general landscape maintenance practices and irrigation systems.
- Experience working with power and hand tools.
- Experience using tree care equipment and tools including aerial lifts, brush chippers, stump grinders, chainsaws, pole saws, and hand tools (preferred).
- Verbal and written English communication skills.
- Ability to collaborate effectively with other staff.
- State of Arizona Identity Verified (IVP) Fingerprint Clearance Card.
- Must possess a valid Arizona Driver's License.

Essential Job Functions:

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealing with city coworkers, school district staff, and the general; represent both the city and the school district that is safe and respectful to others.
- Perform tree care activities including planting, pruning, removal, and general tree health care.

- Work with the Maintenance Specialist to provide and deliver tree care maintenance training activities.
- Check irrigation and report problems and assist with repairs as needed.
- Operate and maintain tree care-related equipment.

Working Environment:

- Lift, move, or carry objects weighing up to 80 pounds.
- Work at heights above 30 feet.
- Work with hazardous equipment.
- Work and traverse uneven surfaces.
- Work out of doors during inclement and extreme weather conditions.
- Exposure to heat, cold, dampness, pollen, dust, etc.
- May include extended hours and weekend work.

Applicant Requirement:

Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

Supplemental Questions:

1. Describe why you are interested in this position.
2. Describe your understanding of how extreme heat affects your neighborhood/community.

How to Apply:

Interested applicants should send a cover letter, resume, and application to Richard Adkins by email at richard_adkins@tempe.gov. Please type "School Greening & Grounds Technician Application" in the email subject line.

Questions regarding this position should also be sent by email to richard_adkins@tempe.gov.

Or

**SUBMIT APPLICATION TO:
City of Tempe
Parks & Recreation Division
Attn: Richard Adkins
3500 S. Rural Road, Suite 201
Tempe, Arizona 85282**

**For questions, please contact:
Richard Adkins, Urban Forester
richard_adkins@tempe.gov
480-350-5227**

Equal Employment Opportunity: *The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The City does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the City will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request a reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.*



Temporary Employment Application

Last Name:		First Name:		MI:
Street Address:			City, State, Zip	
Phone Number:		E-Mail Address:		

Position(s) applying for _____

Do you possess a valid Driver's License (may be required for certain positions)? Yes No

Your age group is? 15-17 years 18-20 years 21 years+

Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? Yes No

Have you ever worked for the City of Tempe? Yes No

If yes, from _____ (mm/yy) to _____ (mm/yy)

Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee? Yes No If yes, please indicate his/her name, position, and relationship to you:

To assist us with verifying previous work experience and /or education, please list other names you have gone by:

Are you a veteran? Yes No

NOTE: If you are claiming Civil Service Preference for Veterans under ARS 38-492, you must submit a copy of your DD214 (Member-2 or 4) at the time you are invited to a testing process.

Dates available: From _____ To _____

Please specify times you are available to work on the chart below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Have you obtained a high school diploma or a high school equivalent certification? Yes No

If no, please indicate your highest grade level completed _____

Education from an accredited College/University:

College:	Major:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Certification or Registration (CPR, First Aid, Adv. Lifesaving, Lifeguard Training, W.S.I etc.)

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

Special training *that relates to this position*:

List computer software program(s) with which you are proficient in operating *that relate to this position*:

Language Proficiency (other than English):

Language:	Speak:	Read:	Write:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours Per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours Per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:		
Address:	Phone:	
Job Title:	Employees Supervised:	
Supervisor (Name/Title/Phone):		
Employment Dates (mm/yy):		
Hours Per Week:	Wage: \$	per
Work Performed:		
Reason for Leaving:		

Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

Yes No *If Yes, please explain:*

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.		
<p>I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.</p>		
Print Applicant's Name	Applicant Signature	Date

<u>FOR ADMINISTRATIVE USE ONLY</u>	
Job Code: _____	Cost Center: _____
Title: _____	Hourly Wage: _____
Supervisor: _____	Weekly Hours: _____