

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 Maintenance Specialist 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:** \$25.50 per hour
- Work Schedule:** This is a Full-time, 40-hour-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, full-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 Maintenance Specialist will coordinate a partnership with Tempe School District staff, determine training needs, and design and deliver maintenance training to subordinates and school district staff. The work is focused on trees and tree-related maintenance activities including planting, pruning, and removal. Work activities will be coordinated with both city and school district staff to provide best management practices for trees located on school district property.

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 and three (3) years of experience in tree care and landscape maintenance including one (1) year of lead or supervisory experience with field crews.
- International Society of Arboriculture (ISA) Tree Worker or Certified Arborist Certification and/or demonstrated knowledge of ISA best practices.
- Knowledge of ISA and tree care industry best practices and safety standards.
- Knowledge of general landscape maintenance practices and irrigation systems.
- Knowledge of green stormwater infrastructure.
- Experience using tree care equipment and tools including aerial lifts, brush chippers, stump grinders, chainsaws, pole saws, and hand tools.
- Experience interpreting construction drawings and maps.
- Ability to collaborate effectively with other staff.
- Verbal and written English communication skills.

- Computer skills; Experience with Microsoft Office Suite applications including Outlook, Word, Excel, PowerPoint and similar office productivity tools.
- 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.
- Lead tree care activities including planting, pruning, removal, and general tree health care.
- Supervise and train staff and assist in providing tree care activities.
- Work with management to provide and deliver tree care maintenance training activities.
- Check irrigation and conduct minor repairs to provide water as needed.
- Operate and maintain tree care-related equipment.
- Conduct routine on-site or project inspections to determine maintenance needs and schedule and prioritize work.
- Communication with management staff on maintenance tasks and equipment needs and provide weekly reports of activities.

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.

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 Maintenance Specialist 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: _____