

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Grounds Maintenance A-Forestry Grounds Person-Entry Level	Department:	Parks and Recreation
Requisition Number:	2022274		
Hours:	Varies	Rate of Pay:	\$41,600.00 annually
Date Posted Up:	10/03/2022	Date Posted Down:	Until filled
Time Up:	12:30 p. m.	Time Down:	

SUMMARY

Working under the direction of the Forestry Supervisor and Tree Care Technicians, the incumbent works to support forestry staff with tree planting, inspection, maintenance, risk mitigation, and removal of publicly owned trees. This position is intended to serve as training for advancement within the forestry division. The incumbent is expected to exercise leadership, good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies, and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

Operations/Judgement

- Prepares jobsite for safe and efficient operations;
- Provides ground support through consistent and effective communication with Tree Care Technicians throughout the job, responding to directions quickly and appropriately;
- Assists with debris removal and processing;
- Safely operates equipment that includes dump truck, brush chipper, and various forestry related hand and power tools;
- Secures load for transport in accordance with proper guidelines;
- Performs tree maintenance support on busy streets and within close proximity of overhead utilities;
- Places all necessary traffic signage at appropriate locations, directs traffic when necessary;
- Reports equipment and safety concerns to Tree Care Technicians or appropriate parties;
- Works overtime for storm response or other emergency related tree issues; Late night, early morning, weekend, and holiday hours are common to this requirement and to these situations; overtime is required and mandatory;
- Maintains professional working relationships with team members and management;
- Maintains accurate reports of daily work;

Equipment Management

- Effectively, efficiently, and safely operates all equipment related to tree maintenance ground support;
- Maintains tools and equipment in safe operating condition and keeps work areas in a clean and orderly condition;
- Cleans, and lubricates power equipment;
- Cleans assigned areas of work and equipment;

- Cares, operations, and maintenance of a variety of mechanical equipment and power tools used in the area of work assigned;

Communications

- Responds to public inquiries in a courteous manner; provides information within the area of assignment;
- Effectively collaborates with management and forestry team to develop and implement work and safety procedures.

MARGINAL FUNCTIONS

Performs other duties as required.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

Incumbent has no supervisory responsibilities

QUALIFICATIONS

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

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Driver's License.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Knowledge of chainsaw cleaning;
- Communicates effectively both orally and written;
- Ability to work in an outdoor environment;
- Ability to work in harmony with fellow workers and maintains good relations with park patrons;
- Ability to understand oral and written instructions;
- Maintains a neat and professional appearance.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Incumbent is expected to safely carry out repetitive and routine tasks. Practical knowledge of the use of small hand tools and power tools. Incumbent must be able to follow simple oral instructions and understand the general work required in the maintenance of all Parks Department responsibility as required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Drivers' License as required.

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 sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee lifts 75 pounds and carries the weight 25 feet. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Effort is exerted regularly for sustained periods where strain may be intense for frequent or moderate duration. Physical effort involves heavy lifting in a non-sitting position with high manual dexterity required.

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.

Incumbent is responsible for a variety of different operations to be able to complete assignments with accuracy required to protect tools, materials, and prevent injuries of others. While performing the duties of this job, the employee's working conditions are prolonged with frequent exposure to dust, pollen, extreme temperatures, or severe outdoor conditions. The noise level in the work environment is usually loud.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.