



# Village of Mount Horeb

## Public Services Department

138 E Main St  
Mount Horeb, WI 53572  
Phone (608) 437-3351/Fax (608) 437-3190  
[www.mounthorebwi.info](http://www.mounthorebwi.info)

### **ARBORIST/CREWPERSON**

#### Public Services Department

The Village of Mount Horeb is accepting applications for an Arborist/Crewperson position for the Public Services Department. This position will identify, evaluate, prune, plant, remove and maintain trees and landscape plants along Village streets and in Village parks. Responsible for assisting with park maintenance including buildings, grounds, athletic fields and aquatic center. Assist with snow removal operations. Must be able to operate and maintain a variety of equipment including aerial bucket trucks, brush chippers, front-end loaders, backhoe, skid-steer, mowers, dump trucks, chain saws, etc. May occasionally perform weekend and evening work as necessary. Must be able to perform emergency forestry operations under hazardous conditions.

Must possess a valid Wisconsin driver's license. A Commercial Driver's License with BC endorsements required or ability to obtain within 6 months of hire. High school diploma/GED and two years professional experience in urban forestry or related field required. Bachelors or Associates Degree in Urban Forestry, Arboriculture or related field is desired. Ability to obtain arborist certification through International Society of Arboriculture within one year is preferred.

Wage for this full-time position is dependent on qualifications, with minimum \$24/hr. starting wage with an excellent benefit package including paid training and memberships.

Applications and job description are available on the Village of Mount Horeb web site at [www.mounthorebwi.info](http://www.mounthorebwi.info) or can be picked up at the Village Office located in the Municipal Building, 138 E. Main Street, Mount Horeb, WI during office hours. Resumes are welcome but must be submitted with an application. Review of applications will begin immediately.

Recruitment to remain open until position is filled. For further information or to submit an application including references, please contact Public Services Director Jeff Gorman at [jeff.gorman@mounthorebwi.info](mailto:jeff.gorman@mounthorebwi.info) or (608) 437-3351. You can also mail your application to ATTN: Jeff Gorman, Village of Mount Horeb, 138 E. Main St., Mount Horeb, WI 53572.

**PLEASE USE FILLABLE JOB APPLICATION LOCATED UNDER "EMPLOYMENT OPPORTUNITIES" ON THE HOME PAGE OF THE VILLAGE OF MOUNT HOREB WEBSITE AT [WWW.MOUNTHOREBWI.INFO](http://WWW.MOUNTHOREBWI.INFO).**

**Village of Mount Horeb  
Job Description**

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**TITLE:** Public Services Arborist / Crewperson  
**DEPARTMENT:** Public Services  
**SUPERVISOR:** Public Services Director  
**FLSA STATUS:** Non-Exempt  
**EMPLOYMENT STATUS:** At will  
**EFFECTIVE DATE:** April 3, 2019

**SUMMARY:** This skilled position will identify, evaluate, prune, plant, remove, maintain and repair trees and landscape plants along Village streets and in Village parks. Assist with the maintenance of Village parks, buildings and the aquatic center. Assist with snow removal operations. Must be able to safely operate and maintain a variety of equipment including aerial bucket truck, brush chipper, loaders, backhoe, skid steer, dump trucks, mowers, and chain saws.

**ESSENTIAL JOB FUNCTIONS:**

- Perform tree care including pruning, removing, planting, watering, stump grinding, repairing and assessing trees and landscape plants
- Must be able to safely remove large trees using ropes and rigging when necessary
- Safely operate a wide variety of hand tools, power tools and other mechanical and safety equipment
- Safely operate trucks, brush chipper, bucket truck, backhoe, end-loader, skid steer, mowing equipment, trailers and other equipment as assigned
- Maintain and update GIS tree inventory
- Set up and maintain safe work zones while working on the streets or public areas
- Perform maintenance and repairs to parks and facilities including, but not limited to: mowing, trimming, fertilizing, aerating, applying pesticides, seeding, weed control, janitorial duties, ice skating rink, athletic fields, etc.
- Assist in snow removal operations on streets and sidewalks
- Maintenance of streets, sidewalks, storm sewers, public buildings, public lands, Village vehicles and equipment
- Correctly follow oral or written instructions in order to accomplish work tasks
- Communicate accurately and effectively with Village employees, other government agencies, and the general public
- Performs traffic control and act as a flagger as appropriate
- Follow all safety rules and procedures for work performed and equipment operated
- Available for call-ins for emergency situations
- Perform weekend or evening work as necessary
- Perform emergency forestry procedures under hazardous conditions
- Operate a motor vehicle requiring a valid Wisconsin Commercial driver's license
- Assist with operating and maintaining the aquatic center

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

**Ability to:**

- Perform related work well above the ground in aerial bucket trucks. Climbing with rope and saddle may be required.
- Perform emergency forestry operations under hazardous conditions
- Maintain effective working relationships with other employees and the public
- Communicate with, and respond pleasantly to, a demanding and diverse public
- Work independently with minimal supervision
- Prioritize work tasks
- Move or lift objects weighing in excess of 75 pounds several times a day
- Follow oral and written directions
- Function outdoors under all types of weather conditions
- Perform strenuous physical work
- Maintain a valid Wisconsin CDL with BC endorsements
- Become familiar with swimming pool operations and maintenance

**Knowledge of:**

- Tree species, species characteristics, disease and insect pests
- Considerable arboricultural knowledge including the materials, methods, techniques and equipment used in tree planting, maintenance and removals.
- Principles of construction, maintenance, repair of buildings and grounds
- Thorough knowledge of occupational hazards and the ability to work safely and take proper precautions

**Skills:**

- Utilize proper pruning techniques for small and large trees and shrubs
- Communicate with the public and other employees in a professional manner
- Basic computer skills including the use of Microsoft Word and Excel
- Ability to use a personal computer and tablet to manage GIS inventory
- Read and interpret maps, manuals, specifications, and safety instructions
- Safely operating a wide variety of vehicles and equipment commonly used in the maintenance of parks, streets, sidewalks, buildings, trees, and landscapes.

**WORKING CONDITIONS:** Work is generally outdoors in all types of Wisconsin weather conditions.

- Frequently required to stand for extended periods of time
- Frequently required to perform heavy physical labor for extended periods of time
- Frequently required to stand and balance
- Frequently required to use hands to finger, handle, or feel objects

- Frequently required to walk, stoop, climb, talk and hear
- Occasionally required to lift objects in excess of 75 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

**EDUCATION AND EXPERIENCE:**

- High school diploma or GED
- Two years professional experience in urban forestry, arboriculture or related field
- Bachelors or Associates Degree in Urban Forestry, Arboriculture or related field is desirable
- Valid Wisconsin driver's license and CDL with BC endorsements or ability to obtain a CDL within 6 months of hire
- Ability to obtain arborist certification through the International Society of Arboriculture within one year preferred

**SELECTION GUIDELINES:**

Village of Mount Horeb application; rating of education and experience; oral interview and reference checks. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position of the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.