



**Department of Employee Relations**

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**Job Evaluation Report**

City Service Commission Meeting: September 12<sup>th</sup>, 2023

**Department of Public Works – Operations Division-Forestry Services Section**

Current	Recommended
<i>New Classification</i>	Youth Arborist Apprentice PR: 9MN (\$32,460-\$33,824) (Underfill title)
<i>New Classification</i>	Urban Forestry Intern PR: 9PN (\$32,460-\$38,866) FN: Recruitment is at \$38,866 (Underfill title)

*Note: Residents receive a rate that is 3% higher.*

**Background**

The Department of Public Works (DPW) has requested the classification of intern and youth apprentice titles for summer employment in the Operations Division-Forestry Services Section. These positions are part of an Urban Forestry grant program that works in partnership with ECO, MMSD, MPS, Milwaukee County, and multiple non-profit organizations including Employ Milwaukee. Discussions were held with; Randy Krouse, Forestry Services Manager; and Chuck Schumacher, Finance and Administration Manager.

Current	Recommended
<i>New Classification</i>	Youth Arborist Apprentice PR: 9MN (\$32,460-\$33,824) (Underfill title)

**Duties & Responsibilities**

Under the direction of Forestry management and job site mentors, Youth Arborist Apprentices participate in a variety of forestry work activities such as light to heavy manual labor associated with the propagation, planting, maintenance and removal of trees on city greenspaces and the city nursery. Youth Apprentices will also be introduced to basic tree climbing techniques.

**Year 1 Overview:**

- Plants, maintains and removes trees and shrubs on city greenspaces including: site preparation and planting, pruning small trees and shrubs, and provide ground level support for tree maintenance crews performing more technical tasks (pruning, tree removal, stump grinding, emergency storm response, etc.) on city trees.
- Inspect, maintain, and use appropriate personal protective equipment (PPE); Inspect vehicles and towed units; Inspect trees; Inspect equipment; Establish safe work zones.
- Climb trees using ropes, saddles, and other equipment.

Year 2 Overview:

- Plants, maintains and removes trees and shrubs on city greenspaces including: site preparation and planting, pruning small trees and shrubs, and provide ground level support for tree maintenance crews performing more technical tasks (pruning, tree removal, stump grinding, emergency storm response, etc.) on city trees.
- Inspect, maintain, and use appropriate personal protective equipment (PPE); Inspect vehicles and towed units; Inspect trees; Inspect equipment; Establish safe work zones.
- Climb trees using ropes, saddles, and other equipment, including maneuvering through the canopy.
- Identify common trees and shrubs, signs and symptoms of common insects, mites, and diseases.
- Prepares and maintains chainsaws for use; Sets up and uses rigging systems to lower loads.

**Youth Apprenticeship Program Goals**

Level One Requirements

Youth Arborist Apprentices must complete ALL the items listed below:

- Year 1 Competency checklist.
- Employability Skills checklist.
- Related instruction equal to 1 high school credit or at least 3 college credits.
- Minimum of 450 hours worked.

Level Two Requirements

Youth Arborist Apprentices must complete ALL the items listed below:

- Year 2 Competency checklist.
- Employability Skills checklist.
- Related instruction equal to 2 high school credit or at least 6 college credits.
- Minimum of 900 hours worked.

**Career Preparation**

Youth Arborist Apprentices must complete one of the following during Youth Arborist Apprenticeship participation:

- Student is enrolled in a regionally endorsed DPI pathway.
- Student has completed one of the certificates listed in the Youth Arborist Apprenticeship program guidelines.
- Student is participating in a Dual Enrollment Program as defined by the Wisconsin Department of Public Instruction.

Minimum Qualifications: High School Junior or Senior enrolled in State of Wisconsin Department of Workforce Development Youth Apprenticeship Program. A valid driver’s license at time of appointment and throughout employment. Good driving record.

**Recommendation**

To determine a rate for this title, comparisons were made to the following City of Milwaukee position:

TITLE	PR	MIN	MAX	REQUIREMENTS
Youth Apprentice (MWW)	9MN	\$15.61 (\$32,460 annual)	\$16.26 (\$33,824 annual)	<u>Posted April 14<sup>th</sup>, 2023:</u> Applicants must be at least 16 years of age at time of appointment. Current enrollment as a sophomore or junior in high school at time of application. A valid government-issued State Identification Card or a valid Driver’s License at the time of hire and throughout employment.

The Youth Apprentice in the Milwaukee Water Works performs minor maintenance repairs to all water system equipment and assists and supports machine repair staff.

Essential functions include:

- Assist with the repair of all mechanical equipment systemwide, including valves, compressors, chemical feed equipment, distribution system storage facilities, water filtration equipment, and pumps.
- Participate in and complete high school courses offered by the Department of Workforce Development-Youth Apprenticeship Program (DWD-YAP) related to the manufacturing/mechanical fields.
- Weld and fabricate guards, rails, and other items related to the needs of the plants.
- Perform custodial work and snow removal duties.
- Assist other plant personnel with basic maintenance tasks.

**Analysis**

The Youth Arborist Apprentice has comparable requirements and follows a similar model to the Milwaukee Water Works Youth Apprentice, Police Aides, Fire Cadets, and Construction Laborer Intern as they learn skills to establish themselves within a given field before becoming full-time employees. Because the Youth Apprentice will be a part-time position this report recommends the title be placed within Pay Range 9MN.

Current	Recommended
<i>New Classification</i>	Urban Forestry Intern PR: 9PN (\$32,460-\$38,866) FN: Recruitment is at \$38,866 (Underfill title)

**Duties & Responsibilities**

Urban Forestry Interns participate in a variety of forestry work activities such as chemical treatment of ash trees at risk to EAB, light to heavy manual labor associated with the propagation, planting, maintenance and removal of trees, landscape plants and turf on city greenspaces and the city nursery. Interns may also participate in the collection and analysis of data, research, and other special projects.

- Works on a small crew performing chemical treatment of ash street trees and disseminating information to the public.
- Performs horticulture tasks in the propagation, installation, maintenance, harvesting and removal of trees, shrubs, flowers, ornamental grasses and turf on city greenspaces and at the City Nursery and Greenhouses.
- Operates and drives specialized outdoor power equipment and power tools including pick-up trucks, tractors, tree chippers, chain saws, riding and push mowers, leaf blowers, trimmers, etc. Utilizes various hand tools including shovels, pruners, hand tampers, hand saws, wire cutters, etc.
- Participate in special projects such as: Collecting and/or updating street tree inventory data, research activities, community-based urban forestry programs, etc.

Minimum qualifications include current enrollment in a two-year (or higher) college level Arboriculture, Urban Forestry, Horticulture, or closely related program at an accredited college or university. A valid driver’s license at time of appointment and throughout employment. A valid State of Wisconsin Commercial Pesticide Applicator Certification (Category 3.0-Turf and Landscape) within 30 days of employment and throughout employment (preferably at time of appointment).

**Internal Comparison**

Classification	Function
<b>Title:</b> Engineering Intern <b>Pay Range:</b> 9PN (\$32,460-\$38,866) FN: Recruitment is at \$38,866 <b>Department:</b> DPW	Assist engineers, architects, engineering technicians, public works inspectors and bridges and buildings inspectors with various engineering and construction inspection tasks.
Minimum qualifications include: current enrollment as a sophomore or higher in an accredited college or university in pre-civil engineering, architecture, construction management, civil engineering, mechanical engineering, public works inspection, or a closely related program. Valid driver's license at the time of appointment and throughout employment.	

**Analysis and Recommendation**

The Department of Public Works has utilized the Urban Forestry Intern title in the past. At that time, the Urban Forestry Intern was paid at a rate comparable to a junior standing College Intern. We therefore recommend classification of the Urban Forestry Intern into pay range 9NN at a rate of \$38,866, which matches the rate of the Engineering Intern, which is hired at a sophomore or higher student status.

**Action Required – Effective Pay Period 21, 2023 (October 1<sup>st</sup>, 2023)**

\* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

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