



WESTMINSTER
COLORADO

**CITY OF WESTMINSTER, CO
invites applications for the position of:**

Intern II - Open Space

An Equal Opportunity Employer

SALARY:

Hourly
\$17.30 - \$21.98

OPENING DATE: 01/31/22

CLOSING DATE: 02/14/22 08:30 AM

POSITION PURPOSE / IMPORTANT APPLICATION INFORMATION:

The Intern II position is intended to serve in diverse capacities supporting the Open Space Division. This internship will specifically emphasize learning and educational projects related to noxious weed control and restoration within the City of Westminster that provide nature education experiences to youth and families. Work is performed under the general direction of the Open Space IPM Specialist.

This position supports the goals of the Parks, Recreation and Libraries Department, which enhances the quality of life for all Westminster citizens by providing diverse leisure, recreational and informational services and resources; and acquiring, developing and maintaining first-class parks, facilities, open space and recreational trails. This position works towards the accomplishment of the department's mission: Together we create exceptional opportunities for a vibrant community with a commitment to nature, wellness and literacy.

The full salary range for this position is stated above. The starting range of pay is dependent on qualifications and experience of each individual candidate. Opportunity to obtain Colorado Department of Agriculture Pesticide Applicator's License. Position term ends December 15, 2022.

**ORGANIZATIONAL COMPETENCIES AND CULTURAL VALUES/GENERAL
COMPETENCIES:**

The **mission** of every employee at the City of Westminster is to deliver exceptional value and quality of life through SPIRIT. Each employee is measured by the ability to adhere to the City's core values of Service, Pride, Integrity, Responsibility, Innovation, and Teamwork.

Every employee is accountable to:

- Demonstrate a high level of customer service; encourage others to focus on the customer; foster an environment where customer service is a priority
- Communicate with customers to ensure that where possible they are satisfied and that their needs are being addressed; solicit and evaluate customer feedback
- Act as an ambassador by understanding and fostering the organization's mission and vision
- Exhibit pride in self, the department, the city, and the community; conduct self in a professional manner
- Demonstrate integrity and build trust through credibility, reliability, commitment, loyalty and ethical behavior
- Address difficult or contentious issues in a constructive manner
- Support/promote change; demonstrate flexibility and takes calculated risks when appropriate
- Participate in personal growth opportunities and attend trainings designed to enhance capacity to bring new skills and ideas to the job and the organization

- Work to continuously improve the efficiency and effectiveness of the service or product being delivered
- Demonstrate support for team efforts by accepting new roles and responsibilities, and helping others achieve objectives
- Value diversity; demonstrate an awareness of differences; demonstrate sensitivity and adapt behaviors and communication to accommodate these differences

GENERAL COMPETENCIES

Citywide - Every employee in this position is accountable to:

- Establish effective interpersonal relationships through honest, open communication and follow-through on commitments
- Recognize personal strengths and weaknesses and target areas for personal self-development
- Demonstrate initiative in performing job tasks
- Exhibit problem-solving skills leading to sound judgment and quality decisions
- Achieve goals, handle assigned workload and new assignments effectively; demonstrate an ability to work independently
- Communicate effectively with individuals and groups using clear and concise verbal and written communications
- Demonstrate accountability for work and take ownership in job performance
- Demonstrate concern for the accuracy and quality of work; take steps to correct mistakes and improve the overall product

Job Specific – Every employee in this position must be able to:

- Understand and carry out oral and written instructions
 - Communicate effectively with the public
 - Establish effective working relationships with other employees and supervisors
 - Perform multiple tasks and work under pressure with limited supervision
 - Handle emergency situations such as fire alarms, injuries and accidents
- All employees are expected to provide excellent customer service, communicate in an effective manner both verbally and in writing, display professionalism and integrity, work efficiently, effectively and accurately, work independently and as part of a team, take initiative, solve problems, display good judgment, take ownership for delivering a high quality product or service, have regular and punctual attendance, and effectively handle emergency situations.

JOB SPECIFIC FUNCTIONS:

Essential Job Functions, Duties, Responsibilities, and Tasks

1. Assist with land management activities within City of Westminster's 3,100 acres of Open Space that connect the community with nature through programming, native plant community enhancement and park improvements
2. Control noxious and invasive plants by gaining skills in utilizing mechanical methods (digging, hand pulling, tractor/mower operation, chainsaw, weed trimmer, etc.), educational methods (community educational nature programs, interpretive signage, etc.), cultural methods (goat/cattle grazing, seeding), biological control methods (agent dissemination/monitoring), and chemical control methods (backpack, cut-stump and broadcast applications)
3. Learn and understand GPS technology to collect, monitor and update natural resource data
4. Perform hands-on IPM/restoration projects such as native tree/forb planting, watering duties, re-seeding, seed collection, mulching, mitigation tasks, and wildlife enhancements
5. Develop office skills by assisting with various tasks as needed (including, but not limited to plant identification, report writing, data collection, monitoring, data entry, analysis, calling partner agencies), may work on projects with partner agencies
6. Refine record keeping skills by documenting work performed, resources utilized and public interaction

7. Maintain regular and punctual attendance
8. Other duties as assigned

Other Duties and Responsibilities

Incumbent is accountable for all duties of this job, and other projects and responsibilities may be added at the City's discretion.

POSITION REQUIREMENTS/WORKING CONDITIONS/PRE-EMPLOYMENT REQUIREMENTS:

Education, Experience, Skills, Formal Training, Licenses, and Certifications

Required:

- Must be at least 18 years of age
- Must be currently enrolled in or recently graduated from a two-year or four-year college
- A valid driver's license, provide proof of a safe driving record, and maintain a safe driving record for continued employment
- Proficient in Microsoft Office (including ArcGIS, Excel, Word, and Outlook)
- Experience in one or more of the following: outdoor/environmental education, natural resource management, park maintenance

Preferred:

- College level course work in related field
- Plant identification experience
- Vegetation mapping/monitoring experience
- Fluency in Spanish and/or Hmong

Any equivalent combination of education, training and experience, which would provide required knowledge and skills, may be considered.

Physical Requirements

This position requires a degree of physical stamina and strength, including the ability to:

- Occasionally sit while driving to work assignments and performing office tasks; frequently stand and constantly walk on uneven terrain in all weather conditions to safely complete assigned tasks
- Occasional squatting, twisting, climbing, and balancing to inspect assigned areas
- Frequent bending, kneeling, and reaching below shoulder to perform open space maintenance
- Frequent light/firm grasp to properly use tools and equipment; occasional fine manipulation use to perform office duties; constant handling to use safely use machinery and light duty equipment
- Frequently see objects up close to perform office tasks and far away to observe activity for safety hazards or problems
- Occasional stepping up and/or down to enter and exit vehicles and climb ladders; constant actuate mechanism to safely operate light duty equipment and vehicles
- Standard near and/or far acuity and hearing
- Occasional lifting of up to fifty (50) pounds from ground to waist to move material and supplies; constant carrying of up to twenty-five (25) pounds at waist level to use weed clearing equipment; occasional carrying of up to fifty (50) pounds to use a backpack sprayer.

WORKING CONDITIONS

Work is constantly performed indoors and outdoors with constant exposure to extreme temperatures year-round. Position will assist with the maintenance of all City rights-of-ways, forestry, and open space sites throughout the year. Snow removal at City facilities, parks, and trails is done when needed. The position requires a great deal of communication with City employees, the public, and outside agencies.

Required Materials and Equipment

Operates light and heavy equipment such as pick-up truck, small dump truck, skid loader, tractors, horticultural hand tools, pruners, self-propelled, walk-behind mowers, riding mowers, 20-foot

trailers, water equipment, vegetation mapping/monitoring equipment and various herbicide application equipment as necessary. Depending on the project, may also utilize personal computers, keyboards, calculators, telephones, copy machines, and other standard office equipment, and AED machine.

PRE-EMPLOYMENT REQUIREMENTS

Candidates must be legally entitled to work in the United States and must successfully pass a criminal background check, reference check, and substance screen. There may be additional pre-employment requirements depending on the nature of the position.

We are a caring, courteous, team-oriented organization committed to public service excellence. Employees thrive in a culture that is respectful, professional and diverse. Our work culture encourages passionate, positive and enthusiastic employees. Westminster is a drug-free workplace and an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.cityofwestminster.us/jobs>

OUR OFFICE IS LOCATED AT:

4800 West 92nd Avenue

Westminster, CO 80031

303-658-2150

jobs@cityofwestminster.us

Job #22-00058

INTERN II - OPEN SPACE

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Intern II - Open Space Supplemental Questionnaire

- * 1. Do you meet the minimum age requirement of 18 years of age for this position?
☐ Yes ☐ No

- * 2. Do you have a current valid driver's license and safe driving record?
☐ Yes ☐ No

- * 3. Please rate your proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint).
☐ Advanced
☐ Proficient
☐ Moderate
☐ Low
☐ None

- * 4. Choose one below which best describes your plant identification skills:
☐ Successfully completed college coursework relevant to plant identification.
☐ Independently have developed plant identification skills through use of dichotomous key.
☐ Interested in plant identification, no experience or training.

- * 5. Choose one below which best describes your GIS/GPS experience:
☐ I am familiar with GIS/GPS and can operate competently with little or no training.
☐ I am somewhat familiar with GIS/GPS and will need training to increase competency.
☐ I am not familiar with GIS/GPS and will need training.

- * 6. Choose one below which best describes your natural resource management knowledge:
☐ Successfully completed a four year college curriculum related to natural resource management (i.e. Agriculture, Botany, Forestry, Natural Resource Management, Range, Wildlife)
☐ Currently enrolled in course work relevant to natural resource management.
☐ Interested in learning more about natural resource management.

* 7. Are you currently enrolled in or recently graduated from a two-year or four-year college?

☐ Yes ☐ No

* Required Question