



## CITY OF JOLIET POSITION DESCRIPTION

**TITLE:** Forestry Summer Intern

**DEP/DIV:** Public Works / Roadways

**REPORTS TO:** Deputy Director of Operations – Public Works

**EMPLOYEE STATUS:** Seasonal (May - August)

**SALARY/GRADE:** \$18/hr. Not eligible for benefits  
600 hours maximum/year

**JOB CODE:**

**ESTABLISHED:** 03/26/2026

**FLSA STATUS:** Non-Exempt

**LOCATION:** Field

### **GENERAL PURPOSE**

This internship is geared toward students seeking to advance the professional knowledge and skills that can reinforce their academic training. As such, education or experience in forestry management, environmental science, natural resources management, or related field is highly desirable. The ability to accurately identify tree species is required.

Must be willing to engage in outdoor labor activities in addition to performing administrative support work in the office. Must be organized and dependable and demonstrate a solid work ethic. Must also be able to effectively communicate both orally and in writing and be able to effectively establish and maintain cooperative relationships with coworkers and the public. Candidates must have basic computer skills, including knowledge of MS Office and related software, and possess a valid driver's license.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities included, but are not limited to, the following:

- Working with street trees (inspecting trees, pruning and mulching, watering trees and flower baskets);
- Assist in implementing and updating an inventory of street trees in the City of Joliet;
- Create and/or update the tree inventory data. Collect information on street trees including caliper, species and location;
- Record location of trees in the field using GIS software;
- Field survey on foot covering potentially +/- 5 miles a day.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Open to full-time community college, four-year university and graduate students studying forestry, urban forestry and horticulture;

- Advanced plant knowledge and tree identification required;
- Ability to operate a personal computer with MS Office, Excel;
- Ability and willingness to perform labor intensive activities;
- Ability to use tree maintenance tools;
- Ability to work inside (10%), outside (90%) and in all potential weather conditions



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### **QUALIFICATIONS**

- Available to work Monday through Friday, 7am-3:30pm.
- Knowledge of tree and shrub species and care.
- Knowledge of horticulture and plant biology.
- Ability to work in various weather conditions.
- Ability to maintain accurate records and create prioritized lists of job-related tasks to be completed.
- Ability to communicate orally and in writing.
- Ability to direct the work of others.
- Manual dexterity and physical stamina sufficient to perform manual labor.
- Performs other related duties as required.

### **SPECIAL REQUIREMENTS**

Must have a valid Illinois driver's license.

### **TOOLS AND EQUIPMENT USED**

Personal computer, telephone, fax machine, copier. Tree maintenance tools and ladders.

### **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.

The duties of this job include physical activities such as stooping, kneeling, standing, reaching, climbing, walking, lifting and/or moving (up to 50 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

### **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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high,



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precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; 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 specific statements of duties does not exclude them from the position if 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.

### **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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