



TEMPORARY SEASONAL PART-TIME JOB ANNOUNCEMENT

City of Martinsburg URBAN TREE CANOPY GOAL

The Opportunity

Martinsburg, in collaboration with Cacapon Institute, is accepting applications for one Temporary, Seasonal, Part-time Employees to assist in our effort to establish a tree canopy goal for Martinsburg. The successful applicants will primarily work on creating Martinsburg's goal using ArcGIS, MS Excel, and multiple data platforms to assess, and catalogue tree canopy, potential for expanded tree canopy, and work with the Shade Tree Commission and city managers to establish a tree canopy goal. USDA Forest Service and WV Division of Forestry protocols and tools will assist in setting a tree canopy goal.

Successful applicant will be part of a team working in Berkeley, Jefferson, and Morgan counties. Members of the WV Chesapeake Bay Program will teach the team about stormwater runoff pollution mitigation best management practices, urban forestry assessment and enhancement techniques, and green infrastructure. On occasion, the team will work on projects outside of their primary work—secondary projects include public interest surveys, tree maintenance (e.g., mulching or pruning), reviewing ordinance related to trees, or mapping and assessing tree plantings, and tree canopy cover.

Requirements

This position is open for any student who will either be a rising junior or a rising senior in the **Fall of 2019** with a minimum GPA of 2.5. Applicants for this position are expected to possess:

- Interest, background, or education in tree identification.
- Knowledge of Windows, Microsoft Office, ArcGIS and GPS.
- The ability to research and understand technical documentation.
- The ability to work effectively as part of a geographically dispersed team.
- The ability to work independently and to manage and prioritize workloads.
- Strong verbal and written communication skills.
- A professional, courteous and discreet manner.
- A valid driver's license and reliable transportation.
- The ability to pass a background check and drug screening.
- The ability to accommodate occasional evening and weekend work.

Desired Skills

These skills, although not required, are considered to be highly beneficial to the role:

- Knowledge of tree identification and basic arboriculture (e.g., ability to gauge the health of a tree).
- Red Cross Certification in First Aid and CPR.
- Experiences with OSHA safety regulations for operating in the street right-of-way (safety vests, traffic crossing, safe setbacks from vehicular traffic, etc.).
- Understanding or, or experience with, working on boards, commissions, or organized official leadership bodies.