

# City of Milwaukee Hiring Process

## Urban Forestry Arborist Apprentice 2021



City of Milwaukee  
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# *City Jobs Training*

- Apply for City of Milwaukee jobs using JobAps
- City of Milwaukee selection processes
  - Merit-based
  - Open and Competitive
- ▶ Selection Process for **Urban Forestry Arborist**  
**Apprentice**
  - What to expect after the selection process



# Why does the City of Milwaukee give exams to fill positions?

*“It is the policy of the city service to fill positions efficiently, with the best qualified available persons and to promote a career service which will make the greatest possible use of each employee’s ability and knowledge.”*

-Rules of the Board of City Service Commissioners



# Minimum Requirements

- ▶ Candidates must meet the minimum requirements for the position in order to proceed in the selection process.





# Conditions of Employment

- ▶ Physical or environmental tolerance requirements, licenses, certification or residency requirements that applicants must meet at the time of application, within a certain period of time and/or throughout employment.



# Urban Forestry Arborist Apprentice Minimum Requirements

- ▶ Valid driver's license at time of application and throughout employment.
  - **NOTE:** *Driver's license number must be listed on application.*
- ▶ Good driving record at time of application and throughout employment.
  - **NOTE:** *Driving records will be checked during the selection process and prior to job offer.*
- ▶ At least 18 years of age by **July 12, 2021**.
- ▶ Graduation from an accredited high school or one of the following at time of appointment: A) completion of a Wisconsin General Educational Development (GED) (or GED from another state that meets Wisconsin GED standards), B) High School Equivalency Diploma (HSED), or C) completion of a home-based private educational program, provided the applicant can provide copies of State of Wisconsin Form PI-1206.

**CONTINUED ...**

## Urban Forestry Arborist Apprentice Minimum Requirements *(continued)*

- ▶ Residency within 15 miles of the jurisdictional boundaries of the City of Milwaukee within six months of appointment pursuant to Rule III, Section 4(g) of the Rules of the City Service Commission. *A map defining the jurisdictional boundary is located on the Fire and Police Commission website at:*  
<http://city.milwaukee.gov/fpc#.WG7LHE0zWpo>.
- ▶ Possess a Class B or higher Commercial Driver's License (CDL) without Air Brakes Restriction within six months of appointment and throughout employment.
- ▶ Urban Forestry Arborist Apprentices must meet all the prescribed certification and licensing requirements during the course of the apprenticeship.

### **DESIRABLE QUALIFICATION:**

- ▶ Possess a Class B Commercial Driver's License (CDL) **Permit** without Air Brakes Restriction at time of appointment.

# Urban Forestry Arborist Apprentice

## Conditions of Employment

- ▶ Urban Forestry Arborist Apprentices serve in an emergency capacity, removing broken branches and fallen trees and participating in the City's snow and ice control operations.
- ▶ Urban Forestry Arborist Apprentices must be willing and able to do the following:
  - perform physically demanding work
  - properly lift and move objects weighing up to 50 pounds alone and up to 100 pounds with assistance
  - be trained to properly and safely use dangerous equipment such as chainsaws and woodchippers
  - work outdoors in variable weather conditions (e.g., heat, cold, and wind)
  - tolerate conditions such as noise, dirt, and pollen
  - climb ladders and ropes and work at heights of 60 feet or more
  - wear personal protective equipment (PPE) and use fall protection gear
  - work beyond assigned shifts to respond to various emergencies

**CONTINUED ...**



# Urban Forestry Arborist Apprentice

## Conditions of Employment

- ▶ By law, persons in these positions are required to pass pre-employment drug tests and are subject to random drug and alcohol testing during the course of employment. *Candidates must sign a release authorizing the City to receive the results of any drug and alcohol tests conducted by previous employers during the past two years if those tests were required by the U.S. Department of Transportation.*
- ▶ In addition, Urban Forestry Arborist Apprentices will be required to enter into an apprentice contract with the State of Wisconsin and with the sponsoring organization (City of Milwaukee).



*“If I meet the minimum requirements,  
what happens next?”*

- If you meet the minimum requirements, you will receive an invitation via email to attend the written examination:
- **Urban Forestry Arborist Apprentice:**

Testing dates are scheduled as follows (subject to change):  
**Written Examination: May 17-21, 2021**



# Performance Tests ~ General



- ▶ Physically demonstrate skills using actual techniques, materials, equipment and personnel.
  - *Examples: Urban Forestry climbs trees, City Laborer transports building materials, etc.*
- ▶ Must score high enough on the written exam to be invited to the performance exam.
- ▶ Invitation letter includes location, time, required materials, and suggested clothing.



# Urban Forestry Arborist Apprentice ~ Selection Process/Exam Components

- ▶ The selection process will be job related and will consist of written and performance examinations. The performance exam may include the following major components:
  - Climbing up a ladder to a height of 35 feet into a tree and climbing 10 or more feet wearing safety equipment.
  - Climbing up a rope to a height of 12 feet or more wearing safety equipment.

Testing dates are scheduled as follows  
(subject to change):

**Performance Examination: June 14-16, 2021**





# Urban Forestry Arborist Apprentice ~ Selection Process/Exam Components (continued)



## Urban Forestry Arborist Apprentice ~ Performance Exam Preparation

- ▶ **The performance exam is physically strenuous.**
  - Avoid strenuous exercise 48 hours before the performance exam. Allow your body to relax and rest.
  - Get good sleep!





## Urban Forestry Arborist Apprentice ~ Performance Exam Preparation

- ▶ Drink plenty of water to ensure hydration.
- ▶ Avoid caffeine and be sure to eat breakfast the day of the test.



# Urban Forestry Arborist Apprentice ~ Performance Exam Preparation

- ▶ Dress in comfortable clothing, appropriate to strenuous exercise. Suggested attire is as follows:
  - comfortable, well-fitting shoes
  - sweat pants, jeans, or work pants
  - a comfortable shirt
  - layers, depending on the weather



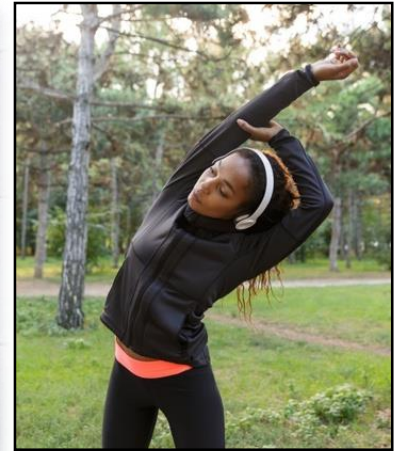


## Urban Forestry Arborist Apprentice ~ Performance Exam Waiver Form

- ▶ You will be asked to sign a waiver form:
  - “I understand that the performance tests for the **Urban Forestry Arborist Apprentice** selection process require physical stress. I consider myself to be in suitable physical condition to participate in these tests.
  - I hereby waive my right to claim damages for injuries I might incur while competing in any portion of this examination.
  - I understand that the content of this examination process is confidential. I agree to maintain that confidentiality.”

# Urban Forestry Arborist Apprentice ~ Performance Exam Preparation On-Site

- ▶ When you arrive, take time to gently warm up and stretch.





## Urban Forestry Arborist Apprentice ~ Performance Exam Preparation On-Site

- ▶ An experienced Forestry employee will assist you with donning the safety harness and helmet.



# Urban Forestry Arborist Apprentice

## STATION #1 --- BELAYED TREE CLIMB

TIME LIMIT = 10 MINUTES

**INSTRUCTIONS:** After being suited up by Forestry Department staff with a safety harness and helmet, you will climb to the top of the ladder and step into the crotch of the tree. You will then walk out onto the tree limb to the colored flag and ring the bell. You then will return to the trunk of the tree and free climb up the limbs of the tree to the next colored flag and ring the bell.

*If at any time you perform in an unsafe manner,  
you will be disqualified.*



# Urban Forestry Arborist Apprentice

## **STATION #1 --- BELAYED TREE CLIMB**

**TIME LIMIT = 10 MINUTES**



# Urban Forestry Arborist Apprentice

## **STATION #2 --- BELAYED ROPE CLIMB**

**TIME LIMIT = 5 MINUTES**

**INSTRUCTIONS:** After being suited up by Forestry Department staff with a safety harness and helmet, you will ascend the climbing system while being belayed (that is, pull yourself up a rope) to the 12-foot mark on the tree. Both of your heels must touch above the 12-foot mark.

*If at any time you perform in an unsafe manner,  
you will be disqualified.*

# Urban Forestry Arborist Apprentice

## STATION #2 --- BELAYED ROPE CLIMB

TIME LIMIT = 5 MINUTES



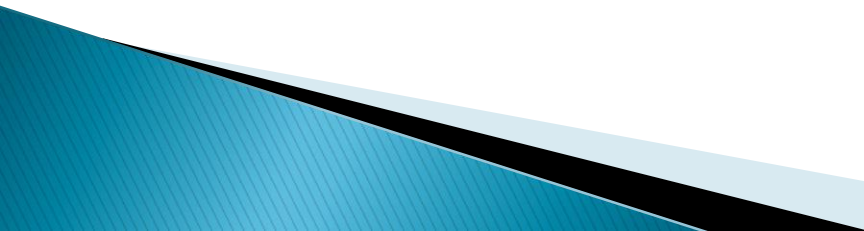
## *What to expect after the selection process...*

- ▶ **Test results** are usually provided within **20 days of completing the last segment of the test.** Watch your email inbox!
- ▶ Those who pass **all** segments are placed on an eligible list in order of the score received.
- ▶ **Being on the eligible list does not guarantee appointment to the job.**





# *After all tests – what to expect...*

- A candidate must wait **six months** before re-taking the same exam. Most non-continuous exams are not offered that frequently.
  - The earliest appointment/start date may be a month after completing the exam, scheduling departmental interviews, and pre-employment testing such as: drug screening, conviction review, and medical exam.
  - Once the eligible rank list and final scores are received, the top scoring candidates are referred to the hiring department for final selection, which may include an interview.
  - You must pass every component of the selection process in order to have your name placed on the eligible list.
- 

*If you pass all components of the selection process and score high enough on the eligible list, you may be invited for an interview with the hiring manager(s)*

*During the interview...*

- Maintain good eye contact
- Ask questions when appropriate
- Be alert, cheerful and interested in the interview and job
- Don't hesitate to sell yourself
- Listen carefully to the questions, and think before answering
- Answer each question completely and clearly
- **Tip:** *Be complete and clear, but not long-winded*



# How to find out about other City of Milwaukee employment opportunities

- ▶ [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs)
- ▶ **Job announcement sheet**
  - Posted outside Room 706 of City Hall
  - Outline positions (you must meet the minimum qualifications)
  - Use as a reference in preparing for exam
- ▶ **Job Information Hotline: 414.286.5555**
- ▶ **E-notify** – receive job announcements by e-mail
  - Sign up at [www.city.milwaukee.gov/jobs/enotifyjobs](http://www.city.milwaukee.gov/jobs/enotifyjobs). Create an account, and elect to receive job announcements via e-mail as soon as they are posted