



City of Denton Job Description

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| Title: | Intern II |
| Position ID: | SA2007-224300 |
| Department/Division: | Parks/Keep Denton Beautiful Tree Program |
| Reports to: | KDB Program and Volunteer Coordinator |
| FLSA Designation: | Non-Exempt |
| Safety Sensitive: | No |
| DOT: | No |

Definition: Responsible for providing direct support to Keep Denton Beautiful for the Tree Rebate Program and other tree programs under the Denton Tree Initiative.

Essential Functions:

- Assists with planning and implementation of the Tree Rebate Program and other programs falling under the Denton Tree Initiative
- Receives, processes, and monitors applications for the Tree Rebate Program, and works collaboratively with City Customer Service, Public Communications, and other staff to ensure that work is completed efficiently and correctly
- Communicates with applicants for the Tree Rebate Program to answer questions, provide assistance, and relay program requirements
- Researches, organizes, and analyzes program data for compilation into various reports
- Collects, records, analyzes, and tracks tree survival rates and other measures of program success
- Assists KDB staff on special projects, preparation of materials, analysis of findings, and presentation of findings to staff and other community stakeholders
- Works to foster relationships with area nurseries, landscapers, and tree-related businesses to facilitate promotion of, and participation in, the Tree Rebate Program
- Communicates regularly with area tree vendors to ensure availability and pricing of qualifying trees through the Tree Rebate Program

KDB Team Responsibilities

- Participates as a part of the Keep Denton Beautiful Staff Team
- Attends weekly staff meetings and provides weekly status reports on workload
- Participates actively in KDB programs and events, and serves as a source of support for fellow staff team members
- Ensures that all events, programs and communications are within the scope of the organizational mission and vision
- Answers and returns phone calls, greets visitors to the KDB office, and works with the KDB staff team to ensure general upkeep of the KDB office environment

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- Maintains a professional image and appearance, as indicated by various situations and events requiring interaction with the public and with City departments
- Works to cultivate positive, collaborative community relationships to further the work of KDB
- Maintains regular and punctual on-site attendance

Additional Duties:

- Performs other duties as assigned

Minimum Qualifications / Acceptable Equivalency:

- Current enrollment in a college or university level program requiring an internship

OR

- Any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job

Core Competencies:

- Ability to communicate effectively both verbally and in writing
- Ability to form and maintain effective relationships with coworkers and customers
- Ability to interact with customers professionally and provide good customer service
- Ability to maintain a high level of attention to detail in a fast-paced environment
- Strong time management and project management skills
- Ability to work outside in temperature extremes, and assist with all aspects of tree planting projects
- Ability to lead groups of volunteers to complete a project
- Ability to work with, or easily learn, relational database systems such as Microsoft Access
- Skilled in the operation of a personal computer and software, specifically Microsoft Word, Excel and Power Point

Preferences:

- Bilingual in Spanish and English
- Upper classman or graduate student working towards a degree in public administration, nonprofit management, forestry, geography, biology, or a related field
- Experience or knowledge of Keep Denton Beautiful mission and programs
- Experience working with mapping applications such as ArcGIS, Google Maps, or tree mapping software (i.e., iTree, OpenTreeMap)

Conditions of Employment:

Must have a valid Class "C" Driver's License and valid state required minimum automobile liability insurance prior to employment (must obtain Texas Class "C" driver's license and state required minimum automobile liability insurance within 30 days of hire per state law)

- Must pass a drug test, criminal history background check and social security number verification

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- Must be able to work Monday through Friday, with regular weekend and evening events (up to 20 hours per week)

Physical Requirements:

Overall Strength Demands: The ***bold and italicized*** word describes the overall strength demand of the functions performed by the incumbent during a typical workday.

- Sedentary – lifting no more than 10 pounds
- ***Light – lifting no more than 20 pounds; carry up to 10 pounds***
- Medium – lifting no more than 50 pounds, carry up to 25 pounds
- Heavy – lifting no more than 100 pounds, carry up to 50 pounds
- Very Heavy – lifting more than 100 pounds, carry more than 50 pounds

Physical Demand Codes: The following describes if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Codes for “how often”:

Y = Yes

N = No

E = extensive (100-70%)

M = moderate (60-30%)

I = infrequent (20-10%)

A = almost never (<10%)

Task: Code:

1. Standing: M
2. Sitting: E
3. Walking: M
4. Lifting: M
5. Carrying: M
6. Pushing/Pulling: I
7. Overhead Work: A
8. Fine Dexterity: M
9. Kneeling: I
10. Crouching: I
11. Crawling: A
12. Bending: M
13. Twisting: I
14. Climbing: I
15. Balancing: I
16. Vision: E
17. Hearing: E
18. Talking: E
19. Video Display: E
20. Other:

Machines, Tools, Equipment and Work Aids:

The essential functions of this position require the daily use of a computer, telephone, fax machine, and copier.

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Environmental Factors:

The essential functions of this position are performed in an office environment, in public presentation-type forums; special events, workdays, and other outdoor activities.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.

ADA/EOE/ADEA

Effective Date: 8/24/2016

Revision Date: 7/31/2021