



Office of Human Resources
Field Intern - TA3180
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General Statement of Duties

Performs intern-level supervised work in a professional field in outdoor spaces. This includes fields such as horticulture, ecology, natural resource management, arboriculture, and landscape design. This position generally spends time in the field performing data analysis, testing, or other analytical responsibilities.

Distinguishing Characteristics

The performance of this class is guided by the application of learned field knowledge outside of established procedures. The Field Intern classification applies theoretical and technical aspects to the profession by primarily performing fieldwork. This class is distinguished from the Trades and Vocational Intern by performing duties specific in nature to work in an outdoor setting outside of mechanic, plumber, electrician, HVAC, and carpentry. This class is distinguished from the Professional Administration Intern which applies theoretical and technical aspects in fields such as business, marketing, budget, accounting/auditing, human resources, or community development. This class is distinguished from the Professional Technical Intern which applies theoretical and technical aspects to fields such as science, technology, engineering or mathematics.

This class is also distinguished by the following factors:

Essential Duties

Trains in the theoretical and technical aspects of the professional field and learns and applies work procedures and policies related to the assignment.

Trains in and assists in the performance of duty assignments within clearly defined parameters, restricted in complexity, scope and level, and under close supervision.

Communicates with employees and the public to receive and relay information and to facilitate public relations.

Trains in and prepares various reports and other documents in accordance with specified requirements, guidelines and supervisory instructions.

Under normal supervision, applies work procedures and theoretical and technical aspects relevant to the professional field to the completion of assigned portions of a project.

Attends meetings, conferences, or other educational classes and participates in training offered by the City and applies information to work assignment.

By departmental or professional field assignment, trains in and performs research and/or field work, data verification, interpretation and analysis, formulates preliminary recommendations, and develops reports.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Learning - Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

None

Level of Supervision Exercised

None

Education Requirement

Current enrollment in an accredited program leading to a certificate, licensure, associate degree, bachelor's degree, or recent graduate (within 1 year of completion of a specified program).

Experience Requirement

None

Education & Experience Equivalency

No substitution of experience for education is permitted.

Licensure & Certification

By position, may require a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to cold weather conditions (indoor/outdoor).

Noise: sufficient noise to cause distraction.

Personal Safety: aware of surroundings, people, and events.

Subject to varying and unpredictable situations.

Subject to: traffic, roadways, and pedestrians.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility: Ability to move quickly and easily.

Carrying: Transporting or moving an object.

Crawling: Moving about in a low or crouched position.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Standing: Remaining in a stationary position.

Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

None

Class Detail

Pay Grade: A-412

FLSA Code: N

Established Date: 8/18/2019

Established By: SO

Revised Date:

Revised By:

Class History: