



Job Title:

INTERN FIELD PROJECT COORDINATOR

Reports To:

Project Supervisor

Job Purpose

Responsible for supporting tree crews as an auditor/utility forester for Mountain G. Enterprises, Inc. This includes several program elements such as land owner coordination, site inspections, evaluations, and the responsibility for providing administrative and technical services to management representatives.

Duties & Responsibilities

- Perform post vegetation removal audits on jobsites
- Coordinates with land owners & agencies
- Abatement for unsafe conditions
- Complete all associated documentation
- Travel both overnight and day to day between sites

Knowledge and Skills Required

- Use of tablets
- Basic GIS awareness
- Familiar with vegetation work orders
- Chainsaw safety
- Chipper safety
- Communication skills
- Electrical hazard awareness training
- Emergency procedures
- First aid and CPR
- General work site safety
- Hazard recognition
- Job briefings
- Proper equipment use and maintenance
- Pruning principles and techniques



- Tree biology
- Tree identification proficiency
- Work orders and work plan preparation
- Working knowledge of Word, Excel & Outlook

Qualifications

- Proficient computer skills, tablet/iPad skills, ability to work computer programs and knowledge of Microsoft Office Suite.
- Must be willing to travel throughout the State of California.
- Can navigate in rural and metropolitan areas.
- Must have basic an understanding of topography and how to actively read maps while out in the field.
- Strong oral and written communication is a must. This individual will have to actively communicate with client customers and subcontracting associates.
- Excellent attention to data requirements and technical detail.
- Working towards a two- or four-year degree in Arboriculture, Forestry, Ornamental/Environmental Horticulture, Natural Resources, or another related field.
- Must have a valid California driver's license.
- Must pass a pre-employment substance screening exam.
- Must pass a company administered basic driving test.

Desired Qualifications

- ISA Certified Arborist/Utility Arborist

Working Conditions

- Works around hazardous equipment.
- Works in proximity to energized power lines.
- Works around excessive noise from machines, chain saw, wood chipper and other equipment with hearing protection.
- Works in all temperatures and weather and will be exposed to nature, i.e., irritating plants and biting or stinging insects, dust, etc.
- Works at varying heights above ground and on uneven terrain.
- Must be willing and able to work in all outdoor weather conditions all year round.



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Version No.01 Issue Date: 8/14/2017

- Must be willing and able to work 50 hours or more per week when requested.
- Must be willing and able to work weekends and holidays when requested.

Physical Requirements

- Must be able to wear necessary PPE as necessary
- Must have sufficient eyesight to judge distances and coordination to get and use the appropriate equipment and tools.

MAIN OFFICE LOCATION

1180 Iron Point Rd Suite 350, Folsom, CA 95630

POTENTIAL JOB SITE LOCATION(S)

Central & Northern California

DEPARTMENT CONTACT

Supervisor

FULL/PART TIME/ON CALL/CASUAL

Casual/ Full Time

Seasonal Employment

SALARY RANGE

\$17.00-\$24.00 per hour

FULL BENEFITS

Health, Dental and Vision Insurance, Group Life Insurance, Short and Long- Term Disability, Vacation, Paid Holidays, 401k, Company vehicle and fuel card for work related purposes. All benefits are dependent upon hiring status.

CONTACT Us:

CAREERS@MGEINC.com

Call: 866-464-6351