



City of Muskego Position Description

Name:	Department: Public Works and Development
Position Title: Conservation Coordinator/City Forester	Pay Grade: 56 FLSA: Non-Exempt
Date: November 2025	Reports to: Reports To: Public Works and Development Director

Purpose of Position

This position is responsible for the overall administrative oversight, visioning, leadership, planning, coordinating, marketing and management of the land conservation, urban forestry and lake management programs for the City of Muskego. The work involves managing projects both administratively and in the field. The work is performed under the general direction of the Public Works & Development Director with direct interaction with the DPW Superintendent.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned:

- Strategically plans and implements all aspects of conservation, urban forestry and lakes projects.
- Manages 28 conservation sites covering 500 acres of land.
- Supervises part-time Conservation Technician and coordinates volunteers.
- Hires and manages contractors completing work for the City.
- Develops tree planting plans. Plants, prunes, removes, and manages health of trees.
- Writes strategic/management plans, grants, bidding/RFP documents, easements, reports and contracts. Creates associated maps and graphics. Works with GIS Department.
- Serves as liaison to local lake districts and lake associations.
- Works on projects in conjunction with the Community Development Department.
- Review residential and commercial landscaping plans with the Planning Department.
- Spearheads the acquisition and development of conservation lands in Muskego. Negotiates with willing landowners of conservancy-worthy lands. Seeks partnerships and grant funding for land acquisition.
- Develops and implements restoration/reconstruction plans for conservation lands including plant communities of prairies, wetlands, woodlands, and oak savanna.
- Writes prescribed burn plans and leads controlled burn projects.
- Manages invasive species. Familiarity with herbicides mixing and application methods and rates.
- Develops trails, parking and signage including design and construction.
- Partners with organizations such as US Fish & Wildlife, USDA-NRCS, Wisconsin DNR, Waukesha County, The Nature Conservancy, The Prairie Enthusiasts and Ducks Unlimited.



- Engages volunteerism from school groups, scout groups, other organizations, and individuals.
- Participates in continuing education and training.
- In cooperation with the Recreation Division, develops and leads outdoor education and recreation programming and events including interpretive hikes, kayak trips and outdoor education classes.
- Assists other City staff (Public Works, Parks...) with technical, physical and non-technical tasks.
- Assists residents in answering questions and providing technical advice.
- Attends and participates in Lake District, Parks & Conservation Committee, and other public meetings as needed. Prepares agendas, notices, and informational reports for meetings.
- Assist with developing the five year capital plan for conservation projects and equipment.

Knowledge, Skills and Abilities:

- Knowledge of conservation, urban forestry and lakes management.
- Ability to operate trucks up to one ton and trailers.
- Ability to operate small tractors, ATVs, and UTVs.
- Ability to operate chainsaws, brush cutters, and other power tools.
- Ability to operate boats.
- Knowledge of basic vehicle and equipment maintenance.
- Possess basic carpentry and mechanical skills.
- Knowledge of computer software and Microsoft suite of programs.
- Ability to utilize a variety of advisory data and information such as billing invoices, annual report, newspaper copy, technical studies, spreadsheets, photos, grant applications, inspection reports, engineering reports, UDC manual, maps, DNR administrative code, State statutes, City ordinances, procedures, guidelines and non-routine correspondence.
- Possess basic computer graphics skills.
- Ability to present information to various boards and commissions as well as to the general public.
- Ability to exercise good judgment, decisiveness and creativity.
- Strong written and verbal communication skills.
- Ability to create compelling outreach materials and effectively promote programs to the public.

Minimum Training, Experience, and Certifications Required to Perform Essential Job Functions

- Possess a Bachelor of Science degree in ecology, horticulture, arboriculture, wildlife management or related field.
- 3 to 5 years of experience in conservation land management or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Must possess a valid Wisconsin driver's license.
- Proven success in grant writing and management.
- Exceptional communication and interpersonal skills



- The physical ability to perform fieldwork in varied conditions and lift up to 75 lbs.
- Ability to complete chainsaw safety courses such as FISTA Chainsaw basic and intermediate.
- Ability to obtain prescribed burn certifications (Wildland Firefighter S-130, S-190, I-100 ICS orientation, FEMA IS-00700.a or higher) within one year of hire.
- Ability to obtain certified pesticide applicator license within one year of hire.
- Ability to obtain Certified Arborist designation from the International Society of Arboriculture (ISA) within one year of hire.

Physical Requirements

- Ability to lift up to 75 lbs.
- Ability to work outdoors in extreme temperatures for extended periods of time.
- Ability to perform manual labor for extended periods of time in all types of adverse weather conditions.
- Ability to ascend/descend ladders and stairs and climb onto equipment at various heights.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly-skilled movements such as maneuvering a chainsaw and other small and large hand tools and equipment.
- Ability to exert mildly heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds and textures associated with job-related objects, materials and tasks.
- Ability to independently drive, operate and ride various types of vehicles and machinery.
- Ability to hear and provide oral instructions, including via radio, within a noisy environment.

The City of Muskego is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date