EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We are looking for a candidate to join us in our efforts to achieve the vision of our Environmental Services Unit: to build safe, healthy and beautiful neighborhoods. This position is the perfect opportunity to get hands on experience making a difference in a local community. We are looking for a candidate who is passionate and committed to keeping our neighborhoods clean, working hard, and motivating a team of dedicated individuals that's transforming Koreatown. We have been serving our diverse community for more than 40 years.

Environmental Services Specialist I (Full-time, Non-exempt)

Unit: Environmental Services **Reports To:** Environmental Services Manager **Positions Available:** 1
Posting Date: 01/10/2020 **Salary:** $14.75 – $16.00 per hour, DOE

Summary: The Environmental Specialist I performs graffiti removal, tree planting and beautification activities in the field, in coordination with the entire Environmental Services staff. Our ideal candidate has a strong work ethic, passion for the community, and great communication skills. Candidates will continually demonstrate their commitment to achieve the short and long-term goals of KYCC's Environmental Services Unit. This is a full-time, non-exempt position working 40 hours per week, between the hours of 6:30 am and 3:00 pm, Monday through Sunday. Weekend shifts are required.

Duties / Responsibilities:

- **Professional Graffiti Removal services:**
  - Removing all "reactive" and direct requests as provided.
  - Performing street by street "pro-active" surveying and abatement of assigned area.
  - Providing color-matching on custom surfaces.
  - Overseeing volunteer labor during shift.
  - Using the proper chemicals on the appropriate surfaces.
  - Using proper safety gear when necessary, such as goggles, gloves, face masks and all other required safety gear.
- **Provide professional installation of trees by:**
  - Completing tree installations using Urban Forestry Division guidelines.
  - Ensuring each customer is satisfied with the work completed.
  - Completing each job with careful attention to safety.
  - Assisting with overseeing and observing any volunteer labor during work hours.
- **Provide professional maintenance of trees by:**
  - Adhering to the established standards/regulations for tree maintenance.
  - Reporting any maintenance needs in a timely manner.
  - Completing all maintenance record paperwork in an accurate manner.
- **Provide professional and accurate surveying and canvassing of streets by:**
  - Performing all surveying to the standards/regulations established.
  - Performing door-to-door canvassing to explain the tree planting program and to obtain "Permission to Plant" signatures.
  - Logging all surveying and canvassing on data sheets, completely and correctly.
- **Complete and submit paperwork:**
  - Completing all paperwork (reactive and proactive) pertaining to daily activity.
  - Completing all program related paperwork in accordance with the invoicing policies and procedures established by contract monitor.
  - Submitting accurate data on daily tool and inventory usage.
- **Attend meetings and trainings:**
  - Attending monthly unit meetings.
  - Attending quarterly staff/agency events.
  - Attending professional development trainings, conferences, workshops, and seminars.

Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- A High School diploma or equivalent.
- Ability to effectively manage time and resources to organize and prepare documentation and complete projects.
- Strong commitment to working with a multicultural community.
- Strong interpersonal, organizational, written and communication skills.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- Self-directing and the ability to work independently as required.
- A valid Class C California Driver License, access to personal automobile, driving record clearance and proof of auto insurance.
- Proof of eligibility to work in the United States.
- Physical requirements: able to lift 50 lbs., seeing to inspect the field to observe project area, inspect documents, and supervise volunteers; ability to communicate with KYCC staff, clients and public; sitting and standing for extended periods of time; bending, kneeling, and reaching; and dexterity of hands and fingers to operate equipment.

Desired Qualifications:

- At least 6-months of paid work experience in painting, construction, pressure washing, or related trade.
- Prior outreach and environmental education experience.
- Bilingual capacity (Korean/English) or (Spanish/English).

SUBMIT AN APPLICATION