EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We are looking for candidates to join us in our efforts to achieve the vision of our Environmental Services Unit: to build a safe, healthy and beautiful neighborhood. 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 about keeping our neighborhoods clean, working hard, and being a part of a team that’s transforming Koreatown.

We have been serving our diverse community for more than 40 years, and if you're passionate about using your skills and experiences to support our mission, the environment and our community, we'd like to meet you.

Clean Streets Specialist (Full-time, Non-exempt)

Unit: Environmental Services  Reports To: Environmental Beautification Coordinator  Positions Available: 1
Posting Date: 12/4/2021  Salary: $17.00 – 18.00 hourly DOE, plus BENEFITS

Summary: The Clean Streets Specialist will perform the day-to-day tasks, in coordination with the entire Environmental Services team and Tree Planting, Graffiti Removal staff, in an effort to achieve the short- and long-term goals KYCC’s Clean Streets Program. The Clean Streets Specialist position is the perfect intersection of hands on work and community engagement. We are looking for someone who is passionate about making a daily contribution to the communities we serve, and creating safe, healthy, and beautiful neighborhoods. 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:

• Provide professional services for all environmental work by:
  o Supervising community service volunteer work in the office and in the field.
  o Completing all work with attention to safety, including the usage of appropriate safety gear (i.e. gloves, goggles, etc).
  o Ensuring each customer is satisfied with the work completed.

• Provide professional Clean Streets services by:
  o Removing loose litter and weeds from City streets within KYCC’s coverage area, as well as actively identifying streets, alleys, and other locations within coverage area in need of program services.
  o Responding to service requests from 311.
  o Proactively cleaning by following KYCC plan for priority areas and routes throughout the month.
  o Removing bulky items within the public right-of-way as directed by the supervisor.

• Complete and submit paperwork:
  o Completing all paperwork pertaining to daily tasks and submitting all paperwork to the supervisor before the end of daily shift.
  o Completing all program related paperwork in accordance with the invoicing policies and procedures established by the supervisor.
  o Following tool and inventory policies and procedures, and submitting accurate data on daily tool and inventory usage.

• Provide responsible handling of KYCC vehicles by:
  o Driving/abiding by all California State vehicle laws.
  o Performing pre and post trip inspections (recorded in vehicle logs) for daily assigned vehicle.
  o Ensuring that each vehicle driven is road worthy, safely loaded, and that all safety devices (i.e. seat belts, fire extinguishers, etc.) are in good working order.
  o Ensuring that the assigned vehicle is clean at the end of each shift.

• Attend relevant meetings and trainings.

• Perform other related duties as assigned by the Environmental Beautification Coordinator and/or the Environmental Services Manager.
Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- A High School diploma or equivalent.
- At least one year of paid work experience in construction, tree planting, or related trade.
- Bilingual capacity (Spanish/English or Korean/English).
- 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.
- Provide negative results from a TB test.
- A valid Class C California Driver License, access to personal automobile, driving record clearance and proof of auto insurance.
- 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:

- Prior outreach and environmental education experience.