



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the evolving needs of the multicultural Koreatown community. KYCC has been serving the community since 1975. We are currently seeking a candidate to join the Environmental Services Unit in our continuing efforts to build safe, healthy and beautiful neighborhoods alongside our community partners. The Environmental Specialist 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, team-oriented, and committed to keeping our neighborhoods beautiful.

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

Unit: Environmental Services
Posting Date: 5/10/2022

Reports To: Environmental Beautification Coordinator
Salary: \$17.00 – \$17.50 per hour, DOE

Positions Available: 1

Summary: The Environmental Specialist I performs numerous work assignments including graffiti removal, tree planting, related beautification activities, and interacts with the community in the field. The ideal candidate has a strong work ethic, passion for the community, great communication skills, is team-oriented and looking to grow through this opportunity.

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:

- **Provide professional services for all environmental work by:**
 - Supervising community service volunteer labor in the office and field.
 - Completing all work with attention safety, including using the appropriate safety gear (such as gloves, goggles, etc.).
 - Ensuring each client is satisfied with the work completed.
- **Provide professional CD1 Strike Team services by:**
 - Responding to requests within the Council District 1 (CD1) area – Westlake/MacArthur Park to Northeast LA – regarding loose litter, weed abatement, and/or bulky items, as directed by supervisor.
 - Providing proactive public right-of-way cleaning within KYCC's CD1 coverage area.
 - Providing landscaping work using appropriate tools – leaf blower, weeding and hedging equipment, as needed.
 - Providing outreach to residents and business owners regarding provided and/or available services.
- **Provide professional installation of trees and tree care by:**
 - Following Urban Forestry Division guidelines and best management practices for tree installation and young tree establishment care.
 - Reporting any maintenance needs in a timely manner.
 - Collecting "Commitment to Water" forms from clients interested in obtaining trees.
- **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, including pressure washing, with appropriate safety gear.
- **Complete and submit paperwork:**
 - Completing all paperwork pertaining to daily tasks and submitting all paperwork to the supervisor and/or Administrative Assistant before the end of daily shift.
 - Completing all program-related paperwork in accordance with the invoicing policies and procedures established by the supervisor.
 - Following tool and inventory policies and procedures, and submitting accurate data on daily tool and inventory usage.



- **Provide responsible handling of KYCC vehicles by:**
 - Driving/abiding by all California State vehicle laws.
 - Performing pre and post trip inspections (contained in vehicle logs), for whichever vehicle assigned for the day.
 - Ensuring that each vehicle driven is road worthy, safely loaded, and that all safety devices (seat belts, fire extinguishers, etc.) are in good working order.
- **Perform other program, administrative and clerical duties as assigned by Supervisor:**
 - Performing other projects and assignments as directed by supervisor.
 - Attending monthly unit meetings and quarterly staff/agency meetings.
 - Attending professional development trainings, conferences, workshops and seminars to maintain and improve professional competence.

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

- A High School diploma or equivalent.
- At least one (1) year of paid work experience in construction, tree planting, or related trade.
- **Bilingual capacity (Spanish/English AND/OR Korean/English).**
- Ability to organize and prepare documentation in a timely manner.
- 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.
- 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:

- Knowledge regarding proper tree “sitting”.
- Tree staking and tying skills.
- Prior surveying and marking experience.
- Prior outreach and environmental education experience.

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