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 46 years.

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

Unit: Environmental Services  
Reports To: Urban Forestry Lead  
Positions Available: 1

Posting Date: 08/15/2022  
Salary: $17.50 – $18.00 per hour, DOE

Summary: The Environmental Specialist I shall perform day- to- day tasks, in coordination with the entire Environmental Services team in an effort to achieve the short and long- term goals of KYCC’s Tree Planting, Graffiti Removal, and other Beautification Programs. 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;
  - Supervising volunteers at planting, tree care, graffiti, or clean- up events;
  - Completing all work with attention to safety, including using the appropriate safety gear (such as goggles, gloves, face masks, etc.) and;
  - Ensuring each customer is satisfied with the work completed.

- **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, and;
  - Collecting “Commitment to Water” forms from customers interested in obtaining trees.

- **Provide professional graffiti removal by:**
  - Removing all “reactive” and direct requests as provided;
  - Performing street by street “proactive” surveying and abatement of assigned area;
  - Providing color- matching on custom surfaces, and;
  - Using the proper chemicals on the appropriate surfaces, including pressure washing.

- **Provide professional beautification services by:**
  - Removing loose litter and weeds from City streets within KYCC’s coverage area;
  - Removing bulky items within the public-right-of-way as directed by supervisor, and;
  - Using leaf blower, weeding and hedging equipment as needed for landscaping work.

- **Responsible for completing and submitting paperwork by:**
  - Completing all paperwork (reactive and proactive) 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, and;
  - 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; and
  - 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 your supervisor:**
  o Performing other projects and assignments as directed by their supervisor;
  o Attending monthly unit meetings;
  o Attending quarterly staff/agency meetings and;
  o Attending professional development trainings, conferences, workshops, and seminars in order to maintain and improve professional competence as assigned by the supervisor.

**Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):**
• A High School diploma or equivalent.
• At least 12-months of paid work experience in construction, tree planting, or related trade.
• Ability to organize and prepare documentation in a timely manner.
• Strong commitment to working with a multicultural community.
• Strong 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:**
• Knowledge regarding proper tree "sitting."
• Tree staking and tying skills;
• Prior surveying and marking experience.
• Prior outreach and environmental education experience.
• Bilingual capacity (Korean/English) or (Spanish/English).

[SUBMIT AN APPLICATION]