



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
Posting Date: 10/17/2022

Reports To: Urban Forestry Lead
Salary: \$18.00 – \$18.50 per hour, DOE

Positions Available: 1

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 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:**
 - Performing other projects and assignments as directed by their supervisor;
 - Attending monthly unit meetings;
 - Attending quarterly staff/agency meetings and;
 - 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).

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