



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 (Urban Forestry) (Full-time, Non-exempt)

Unit: Environmental Services
Posting Date: 2/24/2023

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

Positions Available: 2

Summary: The Environmental Specialist I performs 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. The Environmental Specialist I is a hands-on position with KYCC's Environmental Services Unit, which is currently supervised by the Urban Forestry Lead.

Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. Reliability and quality of work will be emphasized, and working with other crew members in a team atmosphere is integral to this position. 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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