



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community for over 45 years. 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 who will transform the Koreatown community.

The Clean L.A Lead position for the Clean LA program is a supervisor/ hands-on position with KYCC's Environmental Services Unit, currently supervised by the Beautification Coordinator. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. Reliability and quality of work will be emphasized in working with Beautification Coordinator and supervising up to six (6) crew members in a team atmosphere is integral to this position.

Environmental Services Clean L.A. Lead (Full-time, Non-exempt)

Unit: Environmental Services
Posting Date: 8/1/2023

Reports To: Beautification Coordinator
Salary: \$20.00- 21.00 per hour, DOE

Positions Available: 1

Summary: The Clean L.A Lead shall perform day-to-day tasks, in coordination with the entire beautification team to achieve the short and long-term goals of KYCC's Clean L.A Program.

Duties / Responsibilities:

- **Provide professional services for all environmental work by:**
 - Supervising crew labor in the office and field.
 - Completing all work with attention safety, including using the appropriate safety gear (such as goggles, gloves, vests, etc.).
 - Ensuring all work completed meets satisfactory requirements pertaining to the Clean L.A. program.
- **Provide professional clean streets services by:**
 - Removing loose litter and weeds from city streets within KYCC's assigned coverage area and other areas as assigned.
 - Input services requests onto ArcGIS app and ensuring data is reported accurately and all service locations are accounted for.
 - Documenting and completing all scheduled routes for the week by following KYCC plan for service areas and routes.
 - Removing bulky items within the public-right-of-way as directed by coordinator and/ or on assigned corridor.
 - Inspecting service are in need of service along the assigned corridors.
 - Identifying areas that are in need of service along the assigned corridors.
- **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.
 - 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 your supervisor:**
 - Performing other projects and assignments as directed by their supervisor.
 - Attending weekly and monthly unit meetings.
 - Attending quarterly staff/agency meetings.
 - 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 one (1) year of supervisory experience.**
- At least twelve (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:

- **Bilingual capacity** (Korean/English) or (Spanish/English).
- Prior outreach and environmental education experience.

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