



## 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 45 years.

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

**Unit:** Environmental Services  
**Posting Date:** 9/27/2023

**Reports To:** Beautification Coordinator  
**Salary:** \$19.00 – \$20.00 per hour, DOE

**Positions Available:** 2

**Summary:** The Environmental Specialist I performs graffiti removal, tree planting and beautification activities in the field, in coordination with the entire Environmental Services staff. Our ideal candidate has a strong work ethic, passion for the community, and great communication skills. 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.

**SUBMIT AN APPLICATION**