



## 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.

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

**Unit:** Environmental Services  
**Posting Date:** 11/08/2023

**Reports To:** Urban Forestry Coordinator  
**Salary:** \$20.00 – \$21.00 per hour DOE, plus BENEFITS

**Positions Available:** 1

**Summary:** The Environmental Services Urban Forestry Lead performs day-to-day tasks, in coordination with the entire Urban Forestry Program staff in an effort to achieve the short and long term goals of KYCC's Urban Forestry Program. The Urban Forestry Lead position is a hands-on position with KYCC's Urban Forestry Program and is supervised by the Urban Forestry 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, 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.

### **Duties / Responsibilities:**

- **Supervise Environmental Specialists working within the Urban Forestry Program by:**
  - Being available to check in with staff on a daily basis in the morning and afternoon, when staff are in the office.
  - Scheduling one-on-one field check-ins with staff on a monthly basis.
  - Conducting regular quality assurance checks of all field work.
  - Coordinating daily and monthly schedules for field crews, including organizing truck needs and ensuring staff having daily paperwork at the start of each day.
  - Providing feedback and direction to tree planting and maintenance staff.
  - Managing the tree yard to ensure trees health and yard cleanliness.
  - Helping to plan and direct the activities of the Urban Forestry Program by providing feedback and recommendations to the Urban Forestry Coordinator.
- **Provide professional and accurate oversight of planting projects by:**
  - Inspecting tree planting request locations and logging inspection information in Plan-it Geo accurately according to LA City Urban Forestry Division (UFD) guidelines while in the field.
  - Providing quality assurance to data collected in the field.
- **Provide professional installation of trees by:**
  - Following Urban Forestry Division guidelines for tree installation
  - Ensuring each customer is satisfied with the work completed.
  - Completing each job with careful attention to safety.
  - Assisting with overseeing and observing any community service volunteer labor during work hours.
  - 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.



- **Attend relevant meetings and trainings:**

- Attending unit meetings.
- Attending quarterly agency-wide meetings/trainings.
- Attending professional development trainings, conferences, workshops, and seminars in order to maintain and improve professional competence as assigned by the 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.
- ISA Certified or interested in becoming certified within 1 year of being hired.
- Prior outreach and environmental education experience.
- Ability to use Microsoft Excel, and other database programs.
- Bilingual capacity (Spanish/English or Korean/English).
- 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.
- 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: Seeing to inspect written documents; ability to communicate with KYCC staff, clients and public; sitting for limited periods of time; walking for extended periods of time; dexterity of hands and fingers to operate office equipment; and ability to lift up to 50 lbs.

**Desired Qualifications:**

- Bachelor's degree in related field.

**SUBMIT AN APPLICATION**