



## EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community for nearly 50 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 position for the Clean LA program is a hands-on position with KYCC's Environmental Services Unit, currently supervised by the Beautification Lead and Environmental Services Manager. 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 the Clean LA Crew.

### Clean LA Lead Driver (Full-time, Non-exempt)

**Unit:** Environmental Services

**Reports To:** Beautification Lead

**Positions Available:** 1

**Posting Date:** 07/29/2025

**Salary:** \$22.00 per hour plus BENEFITS

**Summary:** The Clean LA Lead Driver 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. This is a full-time, non-exempt position. The schedule for this position is Monday-Friday, 6:30 a.m. – 3:00 p.m.

### 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 gloves, vest, etc.), and;
  - Ensuring all work completed meets satisfactory requirements.
- **Provide professional clean streets services by:**
  - Removing loose litter and weeds from City streets within KYCC's assigned coverage area;
  - Input service 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, and;
  - Removing bulky items within the public-right-of-way as directed by supervisor and/or assigned corridor.
- **Responsible for completing and submitting paperwork by:**
  - Completing all paperwork pertaining to daily tasks and submitting all paperwork to their supervisor 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.
- **Attend relevant meetings and professional development trainings/workshops.**
  - 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.
- **Perform Other program, administrative and clerical duties as assigned by your supervisor.**



**Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):**

- 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 and clean driving record.**
- Proof of eligibility to work in the United States.
- Physical Requirements: Must be able to lift 50 lbs.; seeing to observe project area, inspect documents, and supervise volunteers; hearing and speech to communicate with KYCC staff, clients and public; standing, sitting and walking for extended periods of time; bending, kneeling and reaching; and dexterity of hands and fingers to operate equipment.

**Desired Qualifications:**

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

To apply, please submit a cover letter and resume.

**SUBMIT AN APPLICATION**