



EMPLOYMENT OPPORTUNITY

Our mission is: “To improve the quality of life in Los Angeles by empowering citizens to change their environment for the better.” We achieve this through environmental improvement efforts, job training for at risk youth and environmental education for youth and communities.

We are seeking individuals who share our passion and are driven to improve themselves and the communities we serve. If you are looking for an opportunity to use your skills to improve the environment of Los Angeles and support our mission, we would like to meet you.

Tree Planting and Maintenance Supervisor

Posting Date: 03/19/2018

Salary: TBD, DOE

Summary: The Tree Planting and Maintenance Supervisor, is an entry level, hands on position with LABT’s Tree Planting and Maintenance Program that will work to achieve the goals and priorities of our tree planting and maintenance program. Training will be provided in ISA and Urban Forest Division standards on tree planting and maintenance. Dependability and quality of work will be emphasized. The hours will be 7:00 am to 3:30 pm, Monday through Saturday. Saturday shifts are required.

Duties / Responsibilities:

- **Provide professional installation of trees by:**
 - Following Urban Forestry Division guidelines for tree installation;
 - Completing each job with careful attention to safety, and
 - Assisting with overseeing and observing any volunteer labor during work hours.
- **Provide professional maintenance of trees by:**
 - Following International Society of Arboriculture standards for tree maintenance;
 - Reporting any maintenance needs in a timely manner;
 - Complete all maintenance record paperwork in an accurate manner.
- **Provide professional and accurate surveying and canvassing of streets by:**
 - Performing all surveying according to Urban Forestry Division standards and requirements and specifications;
 - Logging all surveying and canvassing on data sheets, completely and correctly.
- **Participate in community volunteer events by:**
 - Supervising volunteers to create a positive volunteer experience;
 - Assisting volunteers in properly planting and maintaining trees;
 - Monitor work flow for the day and ensure volunteers have the equipment needed to perform the tasks including drinking water;
 - Ensure proper safety measures are followed by volunteers at all times.
- **Provide responsible handling of LABT vehicles:**
- **Attend meetings and trainings; and**
- **Perform other related duties as assigned.**



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

- Ability to effectively manage time and resources to organize and prepare documentation and complete projects;
- Strong commitment to working with a multicultural community;
- 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;
- Proof of eligibility to work in the United States; and

Additional Qualifications (Not required but valued):

- A High School diploma or equivalent;
- At least 6-months of paid work experience in landscaping, tree planting, or related work; and
- Prior outreach and environmental education experience.