



## **GREEN CREW LEADER**

**Classification and Time:** Part-time, non-exempt

**Hourly Wage:** \$24.00

**Hours and Schedule:** 30 hours per week (shifts are scheduled for 6-8 hours per day, 4 days per week) with some Saturdays

**Benefits:** This position offers paid sick leave and certain paid holidays.

**Reports to:** Green Crew Manager

**Date:** April 1, 2023

### **Position Summary:**

The Friends of the Urban Forest (FUF) Green Crew is a Workforce Development program that is an essential part of FUF's urban greening model including tree planting, tree care, sidewalk landscaping and community engagement. The Green Crew Leader assists the Green Crew Manager in leading and training Green Crew staff, interns, and volunteers. This is a permanent, part-time, non-exempt position that will include working some evenings and weekends. The position involves both office and field work including computer work and some heavy lifting (40 lbs.) and driving a FUF vehicle. The Green Crew works closely with FUF Field Staff, property owners, the public, and FUF volunteers. This position reports to the Green Crew Manager.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Details and Responsibilities**

#### **Tree Care and Planting (70%)**

- Loads and unloads trees and plants under the supervision of Planting Managers at headquarters and in the field
- Plants trees and installs protective hardware surrounding newly established trees
- Mulches and waters trees during planting with our Replacement and Community Planting programs
- Prepares soil for planting and plants greenery as a part of the Sidewalk Gardening Projects
- Conducts 2-month surveys for sidewalk gardens and trees planted including performing necessary tree care at that time (may include re-tying, re-staking and sometimes replanting)
- Cuts cross-braces for Planting programs using a table saw
- Structurally prunes trees as part of FUF Tree Care program in accordance with ISA guidelines for training young trees



- Collects accurate and detailed data on trees pruned during Scheduled and Emergency Tree Care
- Participates in regular seminars and field workshops organized through FUF to learn more about tree care and planting
- Coordinates and attends ride-alongs with Arborists from FUF referral list

#### **Other Duties (20%)**

- Maintains materials and plants in inventory and reports issues with manager
- Coordinates with other staff to maintain tools in clean working order
- Coordinates with other staff to maintain FUF truck and shed in clean and organized working order
- Participates in outreach with the Community Engagement Team informing the public about FUF programs and services through tabling at community events
- Canvasses neighborhoods to drum up support for FUF Community Plantings and provides detailed reports to supervisors based on work completed
- Assist in leading Green Teens and volunteer groups during Green Teens workdays and volunteer workdays
- Participates in office culture of Environmental Stewardship through cultural activities including but not limited to: limiting waste, properly disposing of waste in sorted bins, and picking up trash in the field and at FUF headquarters
- Maintains a valid CA Driver's license and drives FUF trucks respectfully and safely to job sites throughout San Francisco

#### **Office Related Duties (10%)**

- Attends and facilitates daily Green Crew morning meetings and end-of-day check-ins
- Attends biweekly All Staff Meeting and reports on past weeks activities as well as upcoming tasks
- Attends project planning meetings that involve Green Crew participation
- Coordinate Green Crew schedule with the Green Crew Manager and update Green Crew calendars as needed with accurate details and documents
- Updates database with Tree Care and Volunteer data
- Works with other staff on special projects and day to day operations
- Responds to phone calls and emails from clients and the general public

#### **Leadership**

- Sets respectful and mature example for fellow employees, Green Crew staff, and volunteers
- Listens to and respects Green Crew staff's questions and concerns during training
- Addresses disputes and issues faced in the field maturely and reports them to daily supervisor and Green Crew Manager



- Communicates concerns from Green Crew staff to daily supervisor and Green Crew Manager

### **Supervision**

- Leads and trains FUF Green Crew staff, Green Teens, interns, and volunteers
- Ensures that data collected is accurate and filled out properly

### **Requirements**

- Ability to lift 40 pounds and perform physical labor of planting and pruning street trees
- Previous experience mentoring or leading working groups of staff and/or volunteers
- Must have and maintain a valid CA driver's license with a clean driving record
- Provide a Department of Justice record check and fingerprinting per California Penal Code section 11105.3 to be able to work with minors in the Green Teens Program

### **Other Eligibility Requirements**

Friends of the Urban Forest is committed to maintaining a safe and healthy environment for all employees. In an effort to avoid serious health and safety risks and significant disruption to our work, we have taken measures to protect against the spread of COVID-19 including a mandatory vaccination policy. New hires will be asked to provide proof of vaccination on the first day of employment. Friends of the Urban Forest will consider all requests for reasonable accommodations based on applicants who have a (1) medical contraindication to the specific types of COVID-19 vaccines available, or (2) sincerely held religious belief or practice contrary to immunization.

### **Work Environment**

While performing the duties of this job, the employee is regularly exposed to outdoor weather and working conditions. The noise level in the work environment is usually moderate.

Office workspace and cubicle assignments change from time-to-time and employees should not have any expectation that any assignment is permanent.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and crawling. The employee must frequently lift and move items over 40 pounds, and load tools and planting materials into and out of vehicles.



Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Hours**

30 hours per week including evening meetings and Saturday plantings.

**How to Apply**

Friends of the Urban Forest is dedicated to anti-racism, gender inclusivity, and inclusion. As an equal opportunity employer, FUF does not discriminate against any applicant or employee on the basis of any status or characteristic protected by applicable laws or ordinances.

Black, Indigenous, and People of Color are strongly encouraged to apply, and so are candidates dedicated to anti-racism, gender inclusivity, and inclusion.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and convictions records.

Interested and qualified candidates should send a resume to [resume@fuf.net](mailto:resume@fuf.net).