



Greening San Francisco

## TREE PLANTING MANAGER, SPECIAL PROJECTS

**Classification and Time:** Full-time, Exempt

**Annual Salary:** \$68,640 - \$70,400 annually DOE

**Hours:** 40 hours per week including some Saturdays and evening meetings

**Benefits:** Full health, dental, and vision per FUF Employee Handbook

**Reports to:** Program Manager, Special Projects

**Date Posted:** January 2023

### **About Friends of the Urban Forest (FUF)**

Since 1981, Friends of the Urban Forest (FUF), a premier San Francisco environmental nonprofit, has brought together communities throughout the city to plant more than 60,000 trees -- half of San Francisco's street tree canopy. FUF has a long history of integrating urban greening with civic engagement as a way to increase community health and resilience, combat the effects of the climate crisis, and promote environmental equity and social justice. FUF recognizes San Francisco's many communities and cultures and the diverse ways in which they connect with our urban forest. We also connect San Franciscans to nature and to each other.

This position at FUF would give you the exciting opportunity to be part of a growing and dynamic professional organization that has been creating a greener San Francisco for more than 40 years.

### **Position Summary**

Friends of the Urban Forest plants street trees throughout San Francisco using two different models - one focused on creating new tree planting opportunities in the neighborhoods that most need trees, as well as a replacement planting model that aims to re-plant trees in existing empty tree basins across the city.

The Planting Manager, Special Projects position is responsible for all aspects of planning and implementing tree planting projects that fall within FUF's Replacement Tree Planting Program as well as additional special planting projects that do not fit into the Saturday community block planting project program. This includes interfacing with property owners, residents, and public agencies to select appropriate tree species and ensure adequate care for trees after planting; collecting and parsing data on site details to select safe and legal tree planting locations; working with vendors to ensure adequate materials and services are sourced on time; planning logistics related to conducting tree planting workdays; and tracking and reporting on all expenses and related information relevant to each project.

Revised: 1/4/2023

By: CNS

This position requires strong organizational and communication skills, and greatly benefits from a background in arboriculture or horticulture. The Special Projects Tree Planting Manager works closely with the Special Projects Program Manager, other tree planting managers and coordinators, community engagement staff, community members, community groups, government agencies, outside vendors, and volunteers.

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.

### **Tree Planting Project Management Responsibilities:**

- Plan and implement replacement tree planting projects based on a combination of city-wide requests to fill empty tree basins as well as replanting young trees that died during their establishment period.
- Plan and implement planting projects that do not fit into replacement tree planting projects or community tree planting projects, as needed, (ie. school projects, large developments, special sidewalk landscape projects, etc)
- Plan and implement projects within FUF's Adopt-a-Yard-Tree Program - a free yard tree distribution program for San Francisco residents.
- Survey potential tree planting sites based on aboveground and underground utility locations, tree species, tree basin readiness, and specific neighborhood context.
- Conduct virtual or in-person community meetings for planting groups to explain the FUF planting process, property owner responsibilities, and schedule.
- Coordinate with San Francisco Public Works' Bureau of Urban Forestry on tree locations, existing conditions, and tree species as needed.
- Effective and timely communication with all involved project members.
- Notify Underground Service Alert (USA) for all new trees.
- Approve tree locations and mark sidewalks for cutting as needed, observing USA markings and all city guidelines.
- Coordinate tree species selection and sourcing, initiate and oversee material orders, and coordinate other services necessary to complete planting projects.
- Collect and track all income and ensure that all project invoices for expenses are approved for payment upon receipt and forwarded to the finance manager.
- Update and maintain the FUF database with each planting site and tree planted.
- Schedule and supervise FUF staff and volunteer Planting Leaders for weekday and Saturday planting events and provide feedback on planting and leadership skills.
- Coordinate and supervise workdays that include pre-event preparation, ensuring a safe work environment, training and supervising volunteers, and ensuring trees are planted correctly.
- Conduct post-planting surveys on all trees planted, and perform necessary tree care including re-tying, re-staking, and sometimes replanting.
- Close out projects in a timely and detailed fashion, providing complete and accurate accounting information, enabling others to invoice and report to funders.
- Assist the Special Projects Program Manager in developing an annual Replacement Tree Planting Program budget, and track expenditures.

- Maintain and track materials and trees in inventory and provide accurate records as needed.
- Maintain tree yards including regularly inspecting and repairing irrigation, watering, weeding, and sheet mulching as needed.

### **Other Responsibilities:**

- Participate and assist in events and activities that promote FUF's mission, and help to improve the overall health of the city's urban forest as directed by the Program Director.
- Attend neighborhood meetings and special events to promote the value of trees.
- Maintain FUF vehicles and storage shed in clean and organized working order.
- Attend Tree Care learning opportunities including local pruning and tree care workshops as well as regional conferences to increase knowledge.
- Keep up-to-date with advances in Urban Forestry and Arboriculture, implementing Best Management Practices as needed to optimize urban forest health and FUF operations.
- Increase the tree care knowledge and skills of field staff and volunteers through in-house classes and discussions to help improve the quality of FUF's planting and tree care programs.
- Practice defensive driving at all times when driving for work.
- Document and report all incidents, accidents, and close calls as necessary.
- Follow and enforce FUF COVID-19 safety and personal protective equipment procedures.
- Have a valid CA driver's license with a clean driving record, and valid vehicle insurance if driving a personal car for work.
- Applicants must submit to a record check and fingerprinting per California Penal Code section 11105.3 as it relates to their work with minors in the Green Teens Program.

### **Desired Qualifications and Experience**

- 3+ years experience working in urban forestry, arboriculture, or horticulture.
- Bachelor's Degree in Forestry, Urban Forestry, or related field.
- Excellent organizational and project management skills
- Strong communication and customer service skills, including the ability to communicate arboricultural information to the public and train volunteers.
- ISA Arborist Certification, or the ability to attain it within two years from starting date.

### **Competitive Compensation and Benefits**

The Special Projects Tree Planting Manager position is full-time, exempt with an annual salary of approximately \$68,640-\$70,400 annually, depending on experience. Friends of the Urban Forest offers a competitive benefits package that includes 100% employer-covered medical, dental, vision, life, and AD&D insurance for employees and 50% for dependents (up to a certain limit). We offer a 403(b) Retirement Plan, a generous paid leave policy that includes 13 holidays each year, vacation starting at 12 days and increasing with additional years of employment, funds for professional development opportunities, and stipends for remote work.

## **Equal Employment Opportunity**

Friends of the Urban Forest is dedicated to gender and race equity and inclusion. As an equal opportunity employer, Friends of the Urban Forest does not discriminate against any applicant or employee on the basis of any status or characteristic protected by applicable laws or ordinances. Pursuant to the San Francisco Fair Chance Ordinance, we will consider qualified applicants with arrest and conviction records.

## **Flexible and Safe Work Environment**

The position currently operates in a hybrid model with approximately 50% time working outdoors at project sites, and 50% time working either remotely or in the office, which is located in the beautiful Presidio of San Francisco.

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.

## **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, crawling, and climbing all day. The employee must frequently lift and move items over 40 pounds; load tools and planting materials, including trees, into and out of vehicles; and ascend/descend a ladder while performing tree care.

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

## **How to Apply**

If you're interested and qualified, please email a cover letter with your resume to: [resume@fuf.net](mailto:resume@fuf.net)

Black, Indigenous, and People of Color are strongly encouraged to apply.