

JOB ANNOUNCEMENT

7/12/2017

JOB TITLE: Urban Forestry Manager

REPORTS TO: Director of Tree Planting

JOB SUMMARY:

Casey Trees, a nonprofit dedicated to restoring, enhancing and protecting the tree canopy of Washington, D.C., seeks an Urban Forestry Manager to oversee our Tree Planting and Tree Care field operations and field staff. The Urban Forestry Manager (UFM) ensures that the Tree Planting Department operates effectively, efficiently and in concert with other departments, programs and partners that it interfaces with, both internal and external, including but not limited to: volunteer coordinator, staff arborists, nursery manager, city employees, other non-profits, etc. The incumbent manages permanent and seasonal staff, and is responsible for their hiring, discipline, firing, and adherence to standards. UFM ensures the planting crew is equipped to do its job smoothly, foreseeing and responding to needs in a timely fashion. Finally, the UFM leads by example, applying creative solutions to problems, maintaining a positive demeanor, demonstrating excellence and demanding the same from their reports.

KEY RESPONSIBILITIES

- Leads by example, motivating and inspiring direct reports and others.
- Hires, conducts performance reviews, disciplines and fires staff.
- Manages field operations and event logistics including but not limited to: loading/unloading trees and material; dispatching crews; inventorying/procuring trees and equipment; storage and care of tree stock awaiting planting, etc.
- Coaches crew chiefs to serve as on-the-ground foremen for tree care and planting events, providing on-site training and supervision.
- Reviews and approves timesheets, ensures consistent on-time performance of reports.
- In coordination with the Director, schedules implementation of regular safety and related trainings.
- Ensures regular vehicle maintenance, including weekly safety inspection, tire pressure checks, seasonal oil changes, DMV inspection/registration and regular cleaning.
- Assists with tree procurement – sourcing, tagging, invoicing, delivery, reconciliation, etc.
- Coordinates summer tree crew maintenance programs including recruitment, training, safety, program oversight and related duties.
- Assists the Director in program evaluation, refinement and execution thereof.
- Coordinates efforts with other departments both internally and externally for volunteer support, public outreach, tree database maintenance and related items.
- Maintains high standards for the tree planting office grounds including weeding, spraying, sweeping, garden bed upkeep, snow removal and related duties.
- Regularly interacts and cultivates relationships with volunteers; ensures staff are doing same.
- Works evenings, weekends and extended hours during planting seasons.
- Connect people to trees
- Other duties as assigned



QUALIFICATIONS

- Three to five years management experience in landscaping/urban forestry or related field. Associates or Bachelor's degree in arboriculture, horticulture, urban forestry, landscape management or related field preferred.
- ISA Certified Arborist credential upon or within first year of appointment.
- Sprays pesticides under license of a certified applicator; obtains pesticide applicator's license within two years of appointment.
- Experience operating and maintaining hand-held power equipment and hand tools, and the ability to teach others to do same.
- Demonstrated ability to set and meet production targets, motivate staff and manage a team.
- Excellent communication, organizational, and interpersonal skills
- Ability to effectively execute and manage multiple projects in a fast-paced environment
- Valid driver's license, clean driving record, and ability to drive pickup truck
- Professional demeanor, superior written and oral communications skills, and the ability to interact and work with a variety of individuals.
- Ability to work both independently and as part of a team.
- Keeps current on best practices and emerging trends to motivate staff and ensure performance.
- Ability to use the Microsoft Office suite, specialized tree tracking and customer relationship management (Salesforce) software.

POSITION DURATION AND COMPENSATION:

This is a full-time exempt position with a starting annual salary commensurate with experience.

TO APPLY:

Please email the following items to Jim Woodworth, Director of Tree Planting at jobs@caseytrees.org:

- Letter of interest
- Résumé
- Availability including start date
- Contact information for three references
- Enter position title only into email subject line

No telephone or email inquiries please.

Casey Trees is an Equal Opportunity Employer