

Job Announcement



Job Title: Urban Forestry Crew Chief

Overview

Open dates: Applicants will be considered on a rolling basis
Classification: Exempt, full-time
Employment terms: At will
Location: Washington, D.C.
Department: Tree Planting

Summary

Casey Trees is a Washington D.C.-based nonprofit, established in 2002, committed to restoring, enhancing and protecting the tree canopy of the nation's capital. To fulfill this mission, we plant trees, engage thousands of volunteers in tree planting and care, provide year-round education courses, monitor the city's tree canopy, develop interactive online tree tools and work with elected officials, developers, and community groups to protect and care for existing trees and to encourage the addition of new ones.

The Urban Forestry Crew Chief executes the day to day operations for all tree planting, care and related activities in the Tree Planting Department, including the management/oversight of Tree Planting Crew members and their daily tasks. The position is also responsible for use, maintenance, inventory and management of all vehicles, tools and equipment. The Urban Forestry Crew Chief reports to the Urban Forest Manager and interfaces with members of other departments in the execution of their work.

Essential Functions

The following functions are representative for the Urban Forestry Crew Chief in its entirety - including but not limited to:

General Functions

- Selects, delivers, plants, prunes, inventories, waters and cares for trees
- Operates trucks, trailers, heavy machinery, hand and power tools in a safe and professional manner
- Conducts regular vehicle and tool maintenance, including daily vehicle safety inspections; seasonal vehicle upkeep, regular tool cleaning, inventory, etc., and; upkeeps the office landscape/grounds as directed
- Consistently demonstrates professionalism, modeling positive behaviors for subordinates, staff and volunteers
- Demonstrates and provides exceptional customer service for internal and external stakeholders
- Assists with tree procurement activities such as: sourcing, invoicing, deliveries, inventory and reconciliation
- Provides logistical support during trainings, classes, workshops, tours, demonstrations, etc.
- Collaborates across the organization as required to execute grants, contracts, programs and activities

Supervision & Field Operations Management

- Inspects and evaluates work outputs of tree planting staff; provides clear direction and feedback to ensure quality work, on-time completion, and of superior quality
- Ensures adherence to organizational policies and procedures including, but not limited to: attendance, timeliness, conduct, professionalism, appearance, customer service, etc.
- Supports the UFM with personnel management including, but not limited to: onboarding, training, performance evaluation, timesheets, critical feedback and discipline
- Promotes a safety culture by coordinating staff trainings and eliminating/controlling hazardous conditions resulting from human error, equipment and machine operations that may lead to human injury and/or property damage

Technical Skills

- Knowledge of horticulture, forestry, urban forestry
- Planting, pruning and tree care techniques
- Tree and greenspace benefits
- Use and maintenance/repair of small motorized equipment
- Maintains knowledge of Urban Forestry best practices and makes recommendation to management, as appropriate

Competencies

- Field Work
- Self-Motivation
- Mentorship/leadership
- Problem Solving
- Safety Orientation
- Communication Proficiency
- Volunteer Focus

Expected Hours of Work

This is a full time position. The schedule will be determined based on planting seasons and volunteer demands. The incumbent must be able and willing to work evenings, weekends, and extended hours when needed.

Required Qualifications

- Two (2) years of work experience in horticulture, landscaping, forestry, urban forestry or related field
- Valid driver's license with clean driving record and experience and ability to safely drive work vehicles including a pickup truck and trailer
- Good communication, organizational, and interpersonal skills
- Professional demeanor and the ability to interact and work with a variety of audiences
- Ability to work both independently as well as in a team environment
- Ability to manage multiple activities simultaneously
- Proficiency with Microsoft Office Suite (word, excel, outlook, PowerPoint, etc.)

Preferred Qualifications

- Two (2) years of supervisory experience managing field crews of diverse backgrounds and skill levels
- Associate degree in horticulture, landscaping, forestry, urban forestry or related field
- Arborists' certification from the International Society of Arboriculture
- Demonstrated experience working with and managing volunteers

Benefits

Excellent benefits upon hire including health, dental, vision, paid holidays, and time off.

What you will need to apply

Please enter **Urban Forestry Crew Chief** in the subject line of your message and email the following items to Jon Lobeck, Human Resources Generalist at jobs@caseytrees.org:

- **Résumé (if applicable)**
- **Available start date**
- **Salary requirements**
- **Contact information for three references**

You may also mail these items to:

Casey Trees
Attn. HR
3030 12th Street NE
Washington, DC 20017

Please note that final candidates will be subject to a background check at time of conditional offer.

Equal Employment Opportunity Policy

Casey Trees is proud to be an Equal Opportunity Employer.