

# Job Announcement

## Crew Chief



**Job Title**  
Crew Chief

**Department**  
Tree Planting

**Location**  
Washington, D.C.

**Classification**  
Full-Time, Exempt

**Employment Terms**  
At Will

**Reporting to**  
Director of Tree Planting

### Summary

The 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 Crew Chief reports to the Urban Forestry Manager and interfaces with members of other departments in the execution of their work. The incumbent maintains a general knowledge of best practices in horticulture, forestry, and urban forestry in order to achieve the mission of Casey Trees.

### Essential Functions

The following essential functions are representative for the Crew Chief in its entirety – including but not limited to:

#### Supervision & Field Operations Management

- Directs and evaluates work outputs of tree planting crews
- 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

#### General Functions

- Selects, delivers, plants, prunes, inventories, waters, and cares for trees
- Operates trucks, trailers, heavy machinery, and hand and power tools in a safe manner
- Conducts regular vehicle, equipment and tool maintenance, including office, landscape and grounds upkeep, as directed
- Provides exceptional customer service for internal and external stakeholders
- Assists with tree procurement activities including sourcing, invoicing, deliveries, inventory and reconciliation
- Provides logistical support during trainings, classes, workshops, tours, demonstrations, etc.
- Collaborates across the organization
- Performs other duties, as requested

### Competencies

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

### Position Type/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.

## Travel

Travel is primarily local during the business day, although some out of the area travel and overnights may be expected.

## 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
- Proficiency with Microsoft Outlook

## Preferred Qualifications

- Two (2) years of supervisory experience managing field crews of diverse backgrounds and skill levels
- Arborists' certification from the International Society of Arboriculture

## Compensation

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

## What you will need to apply

Please enter **Crew Chief** in the subject line of your message and email the following items to the Human Resources Generalist at [jobs@caseytrees.org](mailto:jobs@caseytrees.org):

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

**Please no phone calls.** 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.

## Who We Are

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.