

<b>Date</b> June, 2019	<b>Department</b> Tree Planting	<b>Location</b> Washington, D.C.
<b>Classification</b> Full-Time, Exempt	<b>Employment Terms</b> At Will	<b>Reports to</b> Director of Tree Planting

**Summary**

The Urban Forester 1 (UF1) is responsible for the management and smooth execution of Casey Trees’ tree planting programs on both public and private lands. This incumbent fields and schedules tree planting and related consultations on a year-round basis with property owners and others, responds to referrals from local government, industry partners and others. The Urban Forester also coordinates spring, fall and winter tree plantings to flow seamlessly with other tree planting activities and events.

**General Functions**

The following essential functions are representative of the Urban Forester 1 including, but not limited to:

- Manages planting initiatives such as RiverSmart Homes, Tree Rebate and others
- Fields planting requests; conducts pre- and post-site visits; recommends tree species w/in Casey Trees’ guidelines; submits procurement requests; schedules/confirms planting of tree(s); conducts follow-up site visits, etc.
- Assists the Director of Tree Planting with program monitoring, evaluation of planted trees and program enhancement
- Responds to public inquiries, conducts community outreach, teaches classes, and assists with organization-wide activities and related events
- Maintains and cultivates relationships with individuals, organizations and groups to engage, educate and involve them in Casey Trees’ mission; attends community meetings to promote CT activities and events
- Communicates and distributes information/promotional materials including flyers, brochures, publications, press releases, etc.
- Provides support for trainings, classes, workshops, tours, demonstrations, etc.
- Collaborates across the organization to execute grants, contracts, programs and activities
- Demonstrates professionalism and models positive behaviors for staff and volunteers
- Provides clear direction and feedback for Tree Planting staff to ensure superior quality of work and on-time completion
- Promotes a safety culture by coordinating trainings and eliminating/controlling hazardous conditions resulting from human error, equipment and machine operations that may lead to human injury and/or property damage
- Adheres to organizational policies and procedures including, but not limited to: attendance, timeliness, conduct, professionalism, appearance, customer service, etc.
- Performs other duties, as assigned

**Technical Skills**

- Maintains knowledge of horticulture, forestry, and urban forestry
- Plants, prunes and provides tree care techniques
- Uses and maintains/repairs small motorized equipment
- Makes recommendations to management, as appropriate

**Competencies**

- |                       |                             |                   |
|-----------------------|-----------------------------|-------------------|
| · Self-Motivation     | · Safety Orientation        | · Customer Focus  |
| · Sales/Communication | · Communication Proficiency | · Problem Solving |

### **Working Conditions**

The incumbent works primarily in an office setting with the following requirements:

#### Typical Equipment:

- Computers/printer/copier/facsimile/telephone/smartphones/tablets/walkie-talkies
- Automobiles/pickup trucks/vans

#### Physical Demands:

- While this is primarily a desk job, all CT employees may engage in tree planting/related activities in outdoor environments, year-round in the heat, cold and inclement weather and must have suitable clothing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in accordance with the Americans with Disabilities Act.
- While performing the duties of this job, the incumbent is regularly required to talk, hear, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The incumbent is occasionally required to lift and/or move up to 25 pounds, lift files, open filing cabinets, bend or stand on a stool, etc.

### **Position Type/Expected Hours of Work**

The incumbent works primarily in the District of Columbia, occasionally in Virginia. Travel to other areas for educational and/or related events requiring overnight stays is sometimes required.

### **Travel**

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

### **Required Qualifications**

- Associates degree in arboriculture, horticulture, urban forestry, or related field plus one year of experience, or; Bachelor's degree in one of these disciplines
- ISA Certified Arborist credential upon hire, or; within the first year of employment
- Valid driver's license, clean driving record, ability to safely drive work vehicles including a pickup truck and trailer
- Knowledge of, and ability to learn Geographic Information Systems, Salesforce, Eventbrite, and Microsoft Office.
- Ability to manage multiple projects and meet deadlines in a fast-paced environment
- Professional demeanor; excellent interpersonal skills; strong written and oral communication abilities, and; the ability to positively and professionally interact and work with diverse audiences such as homeowners, volunteers, and professionals
- Knowledge of urban tree planting/landscape operations, tree stock type and sizes, selection, nursery operations, ANSI standards, etc.
- Ability to work both independently as well as in a team environment

### **Preferred Qualifications**

- Bachelor's degree and two years of experience in a related position
- Demonstrated experience with customer service and sales

### **Compensation/Benefits**

- Competitive salary with excellent benefits including health, dental, vision, paid holidays, and paid time off.

**What you will need to apply**

Please enter **UF1** in the subject line of your message and email the following items to Human Resources at [jobs@caseytrees.org](mailto:jobs@caseytrees.org):

- Résumé
- Available start date
- Salary requirements
- Contact information for three references

**Incomplete submittals will not be considered. No telephone calls, please.** 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 committed to restoring, enhancing and protecting the tree canopy of the nation's capital. For more information visit our website at: [www.caseytrees.org](http://www.caseytrees.org).