



URBAN FORESTRY CREW MEMBER JOB DESCRIPTION

Position Title	Department(s)	Reports to
Crew	Urban Forestry	Urban Forestry Supervisor:
Employment Status	Term of Employment	Effective Date
<input type="checkbox"/> Full-Time	30-40 Hours/Week	TBD

URBAN FORESTRY CREW (UF) POSITION SUMMARY

Urban Forestry Members are responsible for performing tasks involving physical labor in Groundwork Richmond's urban forestry program. Members collect data and enter into inventory, plant and maintain trees. Eligible applicants are Richmond Community members who can arrange for their own transportation to various job sites within the City of Richmond. The person in this position may operate a variety of hand tools, including, but not limited to: shovels, rakes, pick-axe/breaker bars, wheelbarrows, hoses, pruners and will clean and organize tools. Tools will be used to clean and prepare sites, remove trees from 15 gallon nursery buckets, dig trenches & holes, clean up debris, remove waste materials. The UF member may assist other forestry workers and the project supervisor in performing community outreach to facilitate residential tree-adoptions. The UF member will also receive a series of professional development trainings including but not limited to: air monitoring equipment set-up and data collecting, tree planting and maintenance, and public speaking / community engagement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Maintaining personal safety, health and sanitation standards
- Utilizing the appropriate Personal Protective Equipment (PPE)
- Performing assigned work duties involving strenuous manual labor in outdoor projects
- Maintaining a clean job site; picking up all tools and equipment and securing tools and job site each day, to reduce potential hazards
- Loading and unloading trucks, hauling, material handling and storage
- Performing required light maintenance of equipment
- Reading and understanding training materials and work-related documents



- Adhering to all GWR incident reporting procedures; bringing observed risks, near misses or any safety related concerns to the attention of the Urban Forestry Supervisor, UF Manager, or Executive Director
- Performing other work-related duties as assigned

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Must possess or be able/willing to obtain a valid and appropriate state driver’s license prior to employment
- Any combination of education and experience that demonstrates the knowledge and ability to perform the work
- Some knowledge of proper use of equipment, materials and supplies used in heavy/highway construction work
- Ability to work independently and complete daily activities according to work schedule
- Ability to lift heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions including light wind and rain
- Ability to communicate orally and in writing
- Ability to work with diverse population with people from many different backgrounds, races, orientations, etc.
- Ability to use equipment and tools properly and safely
- Ability to understand, follow and transmit written and oral instructions
- Ability to meet attendance schedule with dependability and consistency
- Willingness to attend training opportunities
- Must be 18 years of age or older

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be expected to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: *Destiny Ndeke* Name (print): Destiny Ndeke



Position: Urban Forestry Crew Member **Date:** 12/14/2023

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

Emergency Contacts:

Name: Juilet Ndeke Relation: Mother

Phone: 510-829-7035 Email: Julietndeke@gmail.com

Name: _____ Relation: _____

Phone: _____ Email: _____