Urban Forestry Crew Lead

Job Description

Position Title	Department	Reports to
Urban Forestry Crew Lead	**Urban Forestry**	**Urban Forestry Supervisor**
Employment Status	Term of Employment	Salary
Full-time	**35 Hours/Week**	**$24- 26/hr**

Urban Forestry Crew Lead - Position Summary

Based in the Urban Forestry Department and under the supervision of the Urban Forestry Supervisor & Program Manager, the Urban Forestry Crew Lead works closely with all departments to ensure the health and wellness of trees, maintenance of adopted spots in Richmond, and all other urban forestry support duties as assigned. The Crew Lead works with the Tree Crew, oversees educational experiences for the Green Team, volunteers, and other tree-planting events. The Crew Lead is responsible for driving the company vehicles and leading our maintenance efforts for over 300 trees. Crew Lead has experience working in an urban setting, planting trees, and operating landscaping equipment.

Essential Duties and Responsibilities

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

Urban Forestry

- Complete all assigned tasks and duties
- Perform routine maintenance on trees under GWR's care, and lead all Urban Forestry Tree Crew in understanding and completing assigned tasks
- Meet with supervisor and other staff regularly tp coordinate tree plantings

Observe Best Practices

- Comply with Groundwork Richmond safety regulations, when necessary utilize the appropriate Personal Protective Equipment (PPE) and follow all safety protocols
- Read and understand training materials and work-related documents including safety, OSHA, and other assigned trainings
- Follow GWR incident reporting procedures; observing risks, near misses or any safety related concerns to the attention of the Urban Forestry Supervisor
- Performing other work-related duties as assigned

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Ability to work in outdoor all weather conditions
- Work alongside with crew and complete daily activities according to work schedule
- Communicate orally and in writing
- Understand, follow and transmit written and oral instructions
- Meet attendance schedule with dependability and consistency (some weekend required)
- Must be at least 21 years of age or older
- Must possess a valid CA driver's license with 2 years + driving record

Physical Demands and Work Environment

Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is frequently required to use hands, lift and carry up to 60lbs, and use tools or controls. The employee is frequently required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Specific vision abilities required for this position include close, distance, and peripheral vision, as well as the ability to adjust focus. Within reason, the employee must be able to lift, push, pull or carry objects, and use abdominal and lower back muscles to provide support over time without fatigue.

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 required 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 are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. 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 only provides for an "at will" relationship.

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

To Apply for this position, please follow these instructions:

- Email your cover letter and resume to: admin@groundworkrichmond.org
- Include the job title in the subject line
- Submit your application before August 28, 2026. This position is for immediate consideration.