



Position Title	Department	Reports to
Urban Forestry Technician	Urban Forestry	Urban Forestry Manager
Employment Status	Term of Employment	Salary
Temporary part-time	28-32 hours/week One year of service	\$18/hr-\$22/hr

URBAN FORESTRY TECHNICIAN - (UFT) - POSITION SUMMARY

Based in the Urban Forestry Department and under the supervision of the Program Manager, the Urban Forestry Technician 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 UFT supports the Urban Forestry Technician Lead with daily operations and all duties related to tree planting.

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
- Meet with supervisor and other staff regularly

Observe Best Practices

- Comply with Groundwork Richmond safety regulations, when necessary utilize the appropriate Personal Protective Equipment (PPE) and follow all COVID-19 protocols
- Read and understand training materials and work-related documents including safety, Title IX, and other assigned trainings
- Maintaining a clean job site; picking up all tools and equipment and securing tools and job site each day, to reduce potential hazards
- Follow GWR incident reporting procedures; observing risks, near misses or any safety related concerns to the attention of the Program Manager
- Performing other work-related duties as assigned.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Must possess or be able to obtain a valid and appropriate state driver's license prior to employment
- Ability to work independently and complete daily activities according to work schedule
- Ability to communicate orally and in writing
- Ability to understand, follow and transmit written and oral instructions
- Ability to meet attendance schedule with dependability and consistency
- Must be 18 years of age or older
- Covid-19 vaccinated or willing to become vaccinated prior to employment
- All Groundwork Richmond staff are mandated reporters and must comply with all related obligations and requirements

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 regularly required to talk and hear. The employee is

frequently required to use hands to feel objects, lift and carry up to 60lbs, 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 by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. Within reason, the employee must be able to lift, push, pull or carry objects, 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, drug free workplace, and complies with ADA regulations as applicable.