



Job Description:

URBAN FORESTRY CREW SUPERVISOR

Reports to: Director of Urban Forestry

Supervisor: Urban Forestry Crew and Crew Leads

Status: Full-time Non-Exempt

Contact: Aaron Thomas, Director of Urban Forestry | aaron@northeasttrees.org

ORGANIZATIONAL BACKGROUND:

North East Trees is a community-based, non-profit organization that helps heal environmental injustice through urban forestry, nature-based design-build, habitat restoration, and workforce development. Our work in underinvested communities in Los Angeles County helps to build climate resiliency through stewardship, planting, design, and community engagement.

OVERVIEW OF RESPONSIBILITIES:

Supervise Urban Forestry crew leads in their daily work, ensuring productivity and accountability. Responsible for collecting and approving all crew and crew lead time sheets and forwarding them to the Department Director. Assure compliance with all NET operational standards and safety procedures. Assist with training, developing, mentoring, and evaluating crew and crew leads.

RESPONSIBILITIES INCLUDE:

- Ability to prepare project progress reports and PO requests
- Responsible for ensuring that all assigned work coordinated with NET partners is planned and implemented in a timely manner.
- Ensure that crew leads and crew members are performing to NET work quality and quantity standards and meeting project deliverables.
- Organize and lead community planting.
- Ensure vehicles are properly stocked with the necessary tools and equipment for fieldwork.
- Manage and maintain an inventory of tools and supplies required.
- Oversee and schedule routine maintenance for all trucks and specialized equipment and worksite.
- Implement regular safety meetings tailored to specific tasks and project phases.
- Supervises all outside contract crews like Conservation Corps.
- Ability to work in public event settings and represent NET.
- Manage volunteers.
- Perform other duties as directed by the Urban Forestry Director.

QUALIFICATIONS/EDUCATION:

- High school diploma or equivalent
- Minimum 2-years experience in a supervisory position (preferably with youth.)
- Knowledge and experience in urban forestry or related fields.
- Ability to work safely using hand and power tools and driving work trucks.
- Perform physical labor, including basic vehicle maintenance and lifting heavy items.
- Ability to supervise work crews and provide a safe and positive work environment.
- Ability to work comfortably in event settings with all stakeholders.
- Ability to manage volunteers.

SPECIAL REQUIREMENTS:

A valid California Driver’s License with a satisfactory driving record; possession of or ability to obtain certification for CPR and First Aid within three months of hire.

SALARY AND BENEFITS:

- \$23 to \$25 per hour, depending on experience
- Health and Dental Insurance
- 12 Paid Holidays
- 2-Personal Days
- Vacation

