



JOB DESCRIPTION

JOB TITLE: Tree Services Assistant
DATE: April 2019
DEPARTMENT: Urban Ecology
REPORTS TO: Operations Manager

POSITION SUMMARY: The Tree Services Assistant provides assistance in all functions for the accomplishment of Sacramento Tree Foundation goals. In our nursery that includes all aspects of receiving, unloading, maintaining, and delivery of trees, as well as associated administrative tasks. The Tree Services Assistant also helps with vehicle maintenance and nursery upkeep. In addition, this role represents the organization as a whole while working directly with community members at tree care events.

PRIMARY DUTIES:

Nursery

1. Cares for trees in the nursery yard including watering, fertilizing, pruning, labeling, and moving
2. Reviews trees upon delivery to ensure quality of tree stock. Accept or Reject trees not up to Sacramento Tree Foundation standards
3. Prunes trees prior to delivery to customers
4. Maintains cleanliness and organization of the nursery facilities
5. Helps maintain irrigation systems
6. Helps with equipment and tool inventory and maintenance, including assistance loading vehicles for events

Delivery and Fleet Services

1. Drives a variety of vehicles including large two axle vans
2. Selects, loads, delivers trees and related materials to sites serviced by the Sacramento Shade program.
3. Loads and unloads tree related materials and supplies
4. Assists with the monitoring and maintenance of the vehicle fleet.

SECONDARY DUTIES:

Administration, Outreach, & Education

1. Completes office-based tasks such as preparing and printing tree labels, and quality assurance review of tree record documents
2. Assists at Tree Foundation volunteer planting, tree care, and outreach events while representing the organization and providing education to the general public – occasionally during weekends or evenings
3. Plants trees following Tree Foundation standards during occasional community events or for some tree recipient customers
4. Monitors trees utilizing GIS and GPS technology and related activities in conjunction with Sacramento Tree Foundation stewardship guidelines and Sacramento Shade program.
5. Performs other duties and functions as required to fulfill the mission of the Sacramento Tree Foundation

JOB REQUIREMENTS:

EDUCATION: Basic knowledge of horticulture is desired but not required. High School diploma or GED and 3-5 years of applicable experience is acceptable.

EXPERIENCE: 2-3 years of experience operating large trucks, trailers, vans, and vehicle care. Landscape maintenance, forestry, a production nursery, or similar settings

SKILLS: Basic plant, insect and animal identification. Salesforce Microsoft word, excel, smart phone and iPad applications desired. Class C driver's license.

TEMPERAMENT/SOFT SKILLS: Cultural competency and an approach that is appreciative, affirming, and inclusive of all cultural backgrounds. Ability to work outside and drive in all extremes of weather including, heat cold rain and wind; must be able to lift up to 60 pounds; possess basic mechanical skills; excellent communication and analytic skills; must have the ability to work cooperatively with others; must be comfortable taking initiative but also acting in a supporting role; must be comfortable working in a mission-based, non-profit environment.

SUPERVISORY RESPONSIBILITIES:

No formal supervisory role but may supervise interns or volunteers from time to time.

WORKING CONDITIONS:

This is an at-will, full-time, and non-exempt position, with occasional evenings and weekends. Both outdoor nursery work and some indoor office work is required for this position. Therefore, Tree Services Assistant may be exposed to extremes in weather including heat, rain, and freezing temperatures as well as extended periods of sitting and standing.

COMPENSATION:

\$17.25 - \$18.25 per hour.

Benefits package including: health, dental, vision, and life insurance; paid holidays, vacation, and sick leave; employee assistance program; 403(b) retirement savings plan.

Sacramento Tree Foundation Mission Statement:

The Sacramento Tree Foundation is a community benefits organization working to build healthy, livable communities in the Sacramento region by growing the best urban forest in the nation.

PLEASE SUBMIT COVER LETTER & RESUME TO: HR@SACTREE.COM

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN OFFER OF EMPLOYMENT