



JOB DESCRIPTION

JOB TITLE: Part-time Urban Wood Rescue Trainee II (Manual Laborer)

DATE: 10/14/2019

DEPARTMENT: Urban Forest Renewal

REPORTS TO: Urban Wood Rescue Program Manager

SUPERVISES: N/A - No formal supervisory role

POSITION SUMMARY: The Urban Wood Rescue Trainee will perform support activities for the Urban Wood Rescue program, including but not limited to: general manual labor, assisting with milling operations, organizing and inventorying wood products, moving and stacking lumber, shoveling/sweeping sawdust and debris, measuring and cutting wood, and other duties as assigned. Trainee will receive both soft and technical skills learning opportunities throughout length of the program.

PRINCIPLE DUTIES:

ESSENTIAL FUNCTIONS

1. Moving, sorting, stacking and stickering lumber. Loading and unloading wood products.
2. Assisting with milling and kiln operations, as directed.
3. Accurately inventorying, measuring, and recording log and lumber dimensions.
4. Operating forklift, planers, saws, and other woodworking, hand, and power tools and equipment.
5. Maintaining equipment and tools as directed.
6. Sweeping, shoveling, and disposing of sawdust and debris.
7. Contributing to organizational projects, as required.
8. Keeping an orderly and safe work space.
9. Assisting with various administrative and sales processes. Other duties as assigned

JOB REQUIREMENTS:

EXPERIENCE: 1+ years' worth of experience with general laborer duties in an outdoor setting; familiarity with the lumber or tree care industries helpful but not required; experience with non-profit organizations helpful but not required.

PHYSICAL REQUIREMENTS: Must be able to perform physical labor that requires frequent bending and use of arms, hands, legs, and upper body; heavy lifting up to 50 pounds will be required; must be able to stand, walk, and work safely on uneven terrain for eight hour shifts; must be able to work in a production environment with wood particles, dust, and other debris in the air; must have the capacity to perform repetitious movements for extended periods. **This is a manual labor position.**

DESIRED SKILLS: Experience using power tools is preferred; able to perform basic mathematics; willing to honor all policies and procedures; attention to safety and proper equipment use; excellent verbal and written communication skills.

TEMPERAMENT/SOFT SKILLS: Must have a good sense of humor and an ability to get along with a wide variety of people; flexibility to adjust to changing schedules and priorities; able to work cooperatively with others; good customer service skills a plus, must be comfortable taking initiative but also acting in a supporting role.

WORKING CONDITIONS: Must be able to work outside in all extremes of weather, including heat, cold, and wind (the work is primarily outside); may be required to travel with a driver to assist at other job sites; must be organized, dependable, and able to follow directions and work under minimum supervision.

EMPLOYMENT TERMS: This is an at-will, non-exempt position. This position is a temporary position (not to exceed one year, though an extension may be possible, budget dependent). Work location is at 6045 Midway Street (Depot Park) in Sacramento, CA. Must be available for a part-time position Sunday-Thursday.

SALARY: \$15.00 per hour. Transportation stipend possible. Eligible for paid sick leave but not eligible for other Tree Foundation sponsored benefits.

APPLICATION PROCESS: Send résumé and cover letter via email to hr@sactree.com.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN OFFER OF EMPLOYMENT.

This job description is not intended to be all inclusive; other duties may be assigned as other circumstances require.