



JOB DESCRIPTION

JOB TITLE: Urban Wood Rescue Specialist
DATE: April 19, 2019
DEPARTMENT: Urban Forest Renewal
REPORTS TO: Urban Wood Rescue Program Manager

POSITION SUMMARY: The Urban Wood Rescue (UWR) Specialist works to execute lumber milling and drying projects to support program operations. As part of the Urban Wood Rescue team, this person ensures safety protocols are followed, operational standards are maintained, and special projects are completed on time. The UWR Specialist is responsible for running saws, forklifts, mills and other equipment.

PRINCIPAL DUTIES:

1. Works hand-in-hand with other UWR team members, interns, trainees, volunteers, and STF staff
2. Ensures all safety policies and procedures are followed at all times
3. Conducts milling and drying operations according to best practices and pre-determined specifications
 - a. Moving, sorting, stacking and stickering lumber
 - b. Loading and unloading wood products
 - c. Operating forklift, planers, saws, and other woodworking, hand, and power tools and equipment
 - d. Maintaining equipment and tools as directed
4. Completes electronic and hardcopy records
5. Maintains tools and equipment; keeps an orderly workspace
6. Maintains production rates and outputs for general operations and/or special projects
7. Supports various administrative and customer service activities
8. Supports other SacTree programs and projects as assigned
9. Other duties as assigned

JOB REQUIREMENTS:

EXPERIENCE: 2+ years of experience with milling and yard duties in an outdoor setting; familiarity with the lumber or tree care industries helpful but not required; experience with heavy equipment such as forklift and skid steer preferred; experience with nonprofit organizations helpful but not required. Valid driver's license 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 70 pounds will be required; must be able to stand, walk, and work safely on uneven terrain for six to ten 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.

DESIRED SKILLS: Formal chainsaw training and experience preferred; knowledge of wood characteristics as well as basic mechanics preferred; able to perform basic mathematics; willing to honor all policies and procedures; attention to safety and proper equipment use; familiar with technology such as Microsoft Office suite (Excel and Word), email, smart phones, tablets and related applications/programs; must be organized, dependable, and able to follow directions and work under minimum supervision; strong recordkeeping skills; excellent verbal and written communication skills.

TEMPERAMENT/SOFT SKILLS: Cultural competency and an approach that is appreciative, affirming, and inclusive of all cultural backgrounds. 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; must be comfortable taking initiative but also acting in a supportive role.

WORKING CONDITIONS: Must be able to work outside in all extremes of weather including heat, cold, rain, and wind (the work is primarily outside).

SUPERVISORY RESPONSIBILITIES: No formal supervisory role but may supervise UWR Technicians, interns or volunteers from time to time.

EMPLOYMENT TERMS: This is an at-will, full-time, and non-exempt position. This position is housed at the Urban Wood Rescue Yard, located at 6045 Midway Street (Depot Park) in Sacramento, CA.

SALARY: \$20.00-\$22.00/hour based on experience

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

MISSION STATEMENT: The Sacramento Tree Foundation is building 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. This job description is not intended to be all inclusive; other duties may be assigned, as other circumstances require.