



## JOB DESCRIPTION

**JOB TITLE:** Tree Services Coordinator  
**DATE:** December 2020  
**DEPARTMENT:** Education  
**REPORTS TO:** Education Programs Manager

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### **POSITION SUMMARY:**

Trees in our cities are integral to our health and our quality of life. Not only do urban trees cool our neighborhoods and help to filter out air pollution, people who live in neighborhoods with more trees benefit in many ways: they spend more time with their neighbors, have lower rates of obesity, are more active, show lower levels of depression, and live longer lives. To ensure that our region has a strong tree canopy, the Sacramento Tree Foundation partners with SMUD to distribute over 10,000 trees a year to homes, schools, parks and businesses. We are seeking a dependable, detail-oriented person to work in our tree nursery and support our tree delivery program.

**Due to COVID, this position will be partly home-based, with three or more days a week working in the field with strict distancing rules in place. For more information see the Working Conditions section below.**

### **PRIMARY DUTIES:**

The Tree Services Coordinator monitors and maintains processes pertaining to plant stock inventory and availability as well as overseeing the operation of the nursery. This includes all aspects of receiving, unloading, maintaining, and delivering trees as well as associated administrative tasks. The Tree Services Coordinator also helps with vehicle maintenance and nursery upkeep. This role will support the Tree Services Technician by creating best practices to follow, guiding and prioritizing weekly tasks, and serving as a rapid response expert when needed. During busier times, the Tree Services Coordinator will participate in tree deliveries. In addition, this role represents the organization as a whole while working directly with community members at tree planting and care events.

#### **Nursery 35%**

1. Purchases and reconciles plant inventories
2. Receives tree deliveries
3. Oversees plant care, including loading/unloading, watering, fertilizing, pruning, and discarding old stock
4. Maintains inventories of plants, stakes, ties, and other nursery supplies
5. Keeps abreast and utilizes best horticulture/nursery practices
6. Maintains efficiency and ensures nursery-related supply and equipment inventories are maintained and the nursery is organized
7. Maintains and runs the irrigation systems

#### **Order Fulfillment and Delivery 25%**

1. Serves as first point of contact and support for the Tree Services Technician, answering questions, helping to train, and supporting their growth on the team
2. Responsible for the efficient and successful delivery of shade trees and related materials to sites serviced by the Sacramento Tree Foundation
3. Maintains accurate records related to tree purchases
4. Manages shade tree backorders
5. Maintains inventories and shares with appropriate parties as needed

### **Delivery and Fleet Services 20%**

1. Manages the fleet to include overseeing oil changes and regular maintenance, insurance, and registration requirements
2. Drives a variety of vehicles including large two-axle vans
3. Selects, loads, delivers trees and related materials to sites serviced by the Sacramento Shade program
4. Loads and unloads tree-related materials and supplies

### **SECONDARY DUTIES:**

#### **Administration, Outreach, & Education 20%**

1. Completes office-based tasks such as 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. Performs other duties and functions as required to fulfill the mission of the Sacramento Tree Foundation

### **JOB REQUIREMENTS:**

**EDUCATION:** Basic knowledge of horticulture is 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, Outlook, smart phone and iPad applications desired. Class C driver's license and basic mechanical skills.

**TEMPERAMENT/SOFT SKILLS:** Cultural competency and an approach that is appreciative, affirming, and inclusive of all cultural backgrounds. 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 will be the first point of contact for the Tree Services Technician, and may supervise interns or volunteers.

### **WORKING CONDITIONS:**

This role will be required to work nights and weekends periodically. Both outdoor and office work is required for this position. Due to COVID, about half of the work will be done remotely from home as the Tree Foundation office is only accessible on a limited basis. Once COVID is no longer a concern, it is assumed that this position will resume working a portion of the time in the Tree Foundation office in addition to our nursery. The employee may be exposed to extremes in weather including heat, rain, and freezing temperatures as well as extended periods of sitting and standing. Must be able to lift 60 pounds. Will spend a great deal of time traveling throughout Sacramento County.

### **COMPENSATION:**

The initial pay range for this position is \$18.50-19.50 per hour, and the Tree Foundation holds annual reviews with opportunities for raises commensurate with performance. This is a full-time time, at-will, non-exempt

position. Excellent benefits including health care, dental and vision care coverage, 14 paid holidays, 13 vacation days with growth with tenure, and 7.5 days sick leave.

**APPLICATION PROCESS:**

Send resume and cover letter via email with the subject line “Tree Services Coordinator” to [hr@sactree.com](mailto:hr@sactree.com)

Applications accepted Dec 18, 2020 – January 19, 2021. We will be contacting potential candidates starting mid-January, with interviews to take place late January 2021.

**Sacramento Tree Foundation Mission Statement:**

The Sacramento Tree Foundation is a community benefit organization working to grow thriving communities through stewardship of our urban forest.

**Inclusivity Statement**

The Sacramento Tree Foundation is committed to the full inclusion of all qualified individuals. As part of this commitment, the Tree Foundation will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact us at [HR@sactree.com](mailto:HR@sactree.com) or (916) 924-8733.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN OFFER OF EMPLOYMENT