



Position Title: SUPERVISOR, URBAN FORESTRY ACADEMY

Status:	Full-time	Reports to:	AD of Industry Training
FLSA Category	Exempt	Direct Reports:	No
Salary Range:	50,000-65,000	Date Updated:	10/11/2024

Position Summary:

The PowerCorpsPHL Urban Forestry Academy Supervisor executes the day-to-day operations for all land and tree care maintenance and related activities assigned to the Urban Forestry Fellows Crew, including the management/oversight of Urban Forestry Fellows and their daily tasks. The Urban Forestry Academy Supervisor plans, assigns, supervises, documents, and participates in the work of the Urban Forestry Fellows Crew. The Urban Forestry Academy Supervisor reports to the PowerCorpsPHL Assistant Director of Industry Training.

Duties and Responsibilities

The Urban Forestry Academy Supervisor Will:

- Supervise, direct, and evaluate members of the Urban Forestry Fellows Crew, including:
 - Leading the onboarding, training, performance evaluation, timesheets, critical feedback, and discipline of Urban Forestry Fellows
 - Ensuring adherence to organizational policies and procedures such as attendance, timeliness, conduct, professionalism, customer service, etc.
- Plan, assign, supervise, document, and participate in the work of the Urban Forestry Fellows Crew, including:
 - Coordinating with service partners on work orders and special project priorities
 - Managing the quality of work produced
 - Promoting a culture of safety and professional work practices
 - Recording and submitting data needed to complete assigned work order
- Instruct the fellows in the safe operation and maintenance of equipment including:
 - Chainsaws
 - Woodchipper
 - Other 2-cycle power equipment
 - Carpentry tools
- Instruct the fellows in the foundations or arboriculture including:
 - Pruning
 - Plant healthcare
 - Tree anatomy and physiology
- Operate assigned vehicles, equipment, and hand and power tools safely and professionally
- Conduct or coordinate regular vehicle, equipment, and tool maintenance and inventory
- Provide exceptional customer service to both internal and external stakeholders
- Collaborate across the organization both generally and specifically to support Urban Forestry Fellows next steps in their career plans
- Participate in the crew selection process
- Attend program, staff, and community meetings and outreach events as required

- Perform other duties, as requested

Education & Experience

- Minimum of 2 years' experience in arboriculture, tree care, horticulture, or landscape maintenance
AND,
- Thirty credits (30) from an accredited college, university, or training program in horticulture, arboriculture, forestry, or a related field
OR
- Three (3) or more years' experience in arboriculture, tree care, horticulture, or landscape maintenance
- Knowledge of ANSI pruning standards
- Experience with chainsaw operation and maintenance
- Experience with chipper operation and maintenance, including winch operation
- ISA certified arborist preferred
- Experience pruning and working while aloft, preferred
- Experience with DdRT and/or SRT climbing, preferred
- Experience managing a team
- Experience with vocational education or youth workforce development, preferred
- Ability to perform the operation of power tools, hand tools and complex power equipment and perform tasks requiring mechanical aptitude
- Strong work ethic and ability and desire to work outdoors in challenging conditions.
 - Working in extremes of heat, cold or rain.
 - Heavy lifting, bending, and carrying up to 50 lbs.
- Excellent interpersonal, presentation, and organizational skills
- Ability to adapt plans and be flexible on short notice and take initiative to problem-solve.
- General proficiency with Microsoft Office, Google applications, and digital reporting
- Already possess or complete PCPHL provided OSHA 10 and OSHA 30 on next available date
- Valid driver's license with clean driving record, insurance, and ability to drive a passenger van or pickup truck required
- First AID/CPR Certification preferred

Competencies, Knowledge, Skills & Abilities:

Caring Relationships

- Establish and foster, with diverse partners, positive relationships and open, informative and effective communication
- Demonstrate high level of enthusiasm for and ability to convey the PowerCorpsPHL mission to internal and external stakeholders in a clear and compelling manner
- Exercise sound judgment
- Practice reflexivity in one's work practice, vigilance in identifying errors and inaccuracies, and focus in performing highly detail-orientated tasks

Application of Skill and Learning

- Actively pursues knowledge and information needed for both immediate tasks and larger picture understandings
- Connects the "why" behind procedures/protocols and their implementation
- Adapts in the moment based upon assessment of priorities and circumstances

Professionalism and Professional Development

- Takes initiative to set their own work plan and schedule to reliably meet deadlines and provide thorough follow-through

- Set clear direction and accountability for staff while offering opportunities to share resources, obtain professional development and advancement to reach goals and objectives
- Provide clear communication and high level of organization to all staff; including sound written and oral communication skills
- Present strong problem-solving processes
- Commit to professional development to advance skill growth of serving urban youth
- Willing and active in identifying opportunities to develop new skills, specifically around data management and technology

Cultural Competence and Inclusion

- Promote inclusive behaviors and practices and equity among staff; setting high standard for open dialogue and problem solving
- Excellent service when interacting with challenging and highly-stressed customers

Adolescent Development and Empowerment

- Commit to the advancement of urban youth; including staff development

Program Management

- Evaluate program effectiveness and build capacity to develop systems and align resources to optimize success
- Develop relationships and plans to advance the goals of the PowerCorpsPHL program

Physical Demands/Work Environment:

The physical demands and work environment described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Traveling to work sites – must possess and maintain a valid driver’s license and access to transportation, when necessary,
- Ability to facilitate both virtual and in-person indoor workshops and meeting utilizing a variety of digital platforms and physical projectors, whiteboards, and flip charts
- Maneuvering in an office space-reaching file cabinet, filing, faxing, scanning, coping, typing, mailing, and making phone calls
- Must be able to sit for up to four (4) hours looking at a computer monitor, using a keyboard and mouse and typing
- Must be able to lift up to 50 lbs

Please note that this job description is not intended to be a comprehensive listing of required activities, duties, or responsibilities, and is subject to change at any time with or without notice.

Please submit a resume and cover letter to ian@powercorpsphl.org with the subject line as “Position Title LastName” (ex. Urban Forestry Supervisor Smith).