



## TEXAS TREES FOUNDATION Job Description

### Tree Planting/Nursery Crew Member

*Reports to:* Urban Forestry Project/Nursery Manager

*Classification:* Full time permanent; exempt

*Supervises:* N/A

*Salary Scale Equivalent:* Salary is commensurate with experience.

The Texas Trees Foundation is currently seeking a Tree Planting/Nursery Crew Member to perform a variety of field operations for all tree planting, care and related activities.

**Position Description:** This crew member should have a “roll up your sleeves” attitude and enjoy working outside throughout the North Texas area. This crew member will work with internal/external stakeholders, including community volunteers, etc. They will be responsible for working with the Nursery Manager to implement and oversee the grow out operations at the TXU Energy Tree Farm & Education Center. This is a full-time, year-round position.

**Organization:** Texas Trees Foundation, a 501(c)(3), makes possible a higher quality of life for citizens, visitors and businesses through research, technology, and education to strategically protect, plant and care for trees and assure that all projects show a return on investment to support growth and livability. Far more than a tree planting organization, Texas Trees collaborates with urban planners, landscape architects, developers, corporations and municipalities to improve the overall quality of life for the citizens who call Dallas and North Texas home. 2019 Budget: \$1.9M

### Essential Functions

- Selects, delivers, plants, prunes, inventories, waters and cares for trees
- Operates trucks, trailers, heavy machinery, hand and power tools
- Conducts regular vehicle and tool maintenance, including daily vehicle safety inspections; seasonal vehicle upkeep, regular tool cleaning, inventory, etc., and; upkeeps the office landscape/grounds, as directed
- Demonstrates professionalism and exceptional customer service, fostering positive relationships with internal and external stakeholders
- Assists with tree procurement activities such as sourcing, invoicing, deliveries, inventory and reconciliation
- Collaborates across the organization as required to execute programs and activities
- Ensures adherence to organizational policies and procedures including, but not limited to attendance, timeliness, conduct, professionalism, appearance, etc.
- Promotes a safety culture by eliminating/controlling hazardous conditions resulting from human error, equipment and machine operations that may lead to human injury and/or property damage
- Assists with logistical support during trainings, classes, workshops, tours, demonstrations, etc.
- Responsible for daily watering, pruning, fertilizing, staking, and weeding.
- Responsible for maintaining irrigation lines
- Performs other duties, as requested

**Relationships and Roles:**

- Values and supports partnerships that advance the work of the Texas Trees Foundation and enhances partners missions.
- Demonstrates the ability to interact and cooperate with all company employees.
- Commitment to the mission of the Texas Trees Foundation.
- Builds trust, values others, communicates effectively, drives execution, fosters innovation, focuses on the customer, collaborates with others, solves problems creatively, and demonstrates high integrity.
- Maintains professional internal and external relationships that meet company core values.

**Required Qualifications/Skills:**

- Valid driver's license with clean driving record and ability to safely drive work vehicles including a pickup truck and trailer
- Professional demeanor and the ability to interact and work with a variety of audiences
- Ability to work both independently as well as in a team environment
- Ability to manage multiple activities simultaneously

**Preferred Qualifications:**

- One year of experience working in landscaping, horticulture, forestry, urban forestry or related field
- Associate degree in horticulture, landscaping, forestry, urban forestry or related field

**To Apply:** Send resume, cover letter and references to: Marc Beaudoin, [marc@texastrees.org](mailto:marc@texastrees.org)