



Job Description

Seasonal Tree Farm Assistant

The Texas Trees Foundation is currently seeking a Tree Planting and 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, and other social organizations etc. They will be responsible for working with the Tree Farm Supervisor to support the grow-out operations at the TXU Energy Tree Farm & Education Center. This is a temporary, full-time position.

Reports to: Tree Farm Supervisor

Classification: Full time temporary; non-exempt (hourly)

Salary Scale Equivalent: Salary is commensurate with experience

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 ensure 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.

Essential Functions:

Under direction of the Tree Farm Supervisor:

- Emphasis on watering and caring for trees at various sites throughout DFW, as well as at the TXU Urban Tree Farm and Education Center
- Selects, delivers, plants, prunes, inventories, waters and cares for trees.
- Operates hand and power tools, and other equipment, as requested.
- 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 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.
- Responsible for supervising volunteers, interns, or part time laborers as requested.
- Participates in planting projects.
- 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.

Qualifications/Skills Required: *The successful candidate will possess:*

- Must be 18 years of age or older.
- Must pass and maintain security clearance for working on school properties.
- 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 supervise intern(s) and volunteers.
- Ability to manage multiple activities simultaneously.

To Apply: Send resume, cover letter and references to: Christopher Worst at chrisw@texastrees.org