



Position Profile

Title: Site Supervisor

Date: April 2024

Reports to: Director of Land Stewardship

Approved by: _____ Supervisor Date: _____

Incumbent Signature: _____ Date: _____

THE JOB:

To lead a Landforce crew by supervising daily land stewardship work, assisting the Director of Land Stewardship in the logistics and preparation for site work, contributing knowledge to high standards of ecological services, and supporting crew members' transition to permanent family-sustaining wages while setting and maintain a high example of professional behavior at all times.

BENEFITS:

- Medical Insurance (Currently paid 100% by Landforce)
- Dental Insurance (Currently paid 100% by Landforce)
- Vision Insurance (Currently paid 100% by Landforce)
- 12 paid company holidays plus the office is closed for a paid Winter Holiday between Christmas Eve and New Year's Day
- 19 days paid time off (with increases at 2 & 5 years)
- Quarterly self care days off
- Retirement plan with 3% match plus incentive up to 4%
- Clothing stipend
- Self-care stipend
- Parental Leave

RESPONSIBILITIES

The essential functions of the job include but are not limited to the following:

1. Assist in teaching and leading stewardship work as assigned, being a model of professional behavior for Crew Members, stressing safety, high standards of behavior, quality results, and enthusiasm for the work, our partners, and the neighborhoods and green spaces in which our crews work.
2. Assist in developing, supervising and enforcing Landforce's safe use of hand tools and mechanical tools as we carry out land stewardship activities.
3. Each Site Supervisor will be expected to develop skills and become knowledgeable in areas including invasive plant removal, planting techniques, trail construction, green infrastructure maintenance, tree pruning, vacant lot management, plant identification, and other stewardship activities as necessary in order to ensure the crew's effective and successful completion of contracted work.

4. Assign crew roles for each project, supervise crew effectiveness and follow through, ensuring appropriate professionalism from all crew members; meeting and exceeding all contract expectations including timeliness and managing quality control.
5. Develop work plans in conjunction with the Land Stewardship and Workforce Development teams to ensure sufficient crew resources to meet and exceed contract expectations.
6. Work closely with the Workforce Development team to support crew members' transition to permanent family-sustaining wage jobs.
7. Assist Director of Land Stewardship with logistical support for all Landforce projects as needed.
8. Nurture leadership skills amongst Crew Members encouraging and enabling them to become effective, capable leaders, and leading trainings when asked.
9. Participate in weekly team and staff meetings to discuss and address Crew Member progress and other programmatic issues.
10. Complete all necessary Landforce paperwork and documents as instructed by the Director of Land Stewardship.
11. Ensure work sites always have the appropriate tools available for each work activity, including prepping vehicles the afternoon before a job.
12. Drive organizational vehicles to safely transport crew and materials as necessary.
13. Adhere to organization policy, procedures and the professional code of ethics.
14. Perform other assigned duties as required for the success of the organization including, but not limited to, light maintenance tasks, cleaning duties, and maintaining the cleanliness of Landforce vehicles.

REPORTS PREPARED:

Landforce Crew Member Progress Reports, Landforce Timesheets, and other paperwork as needed.

PROFESSIONAL DEVELOPMENT:

Participate in professional development opportunities to further knowledge about environmental stewardship, project management, logistics and leadership. Actively seek to develop leadership skills to ensure success with crew members and on work sites.

INTERFACE:

Internal - Must interface positively with all Landforce staff and crew.

External -Must interface positively with contracting agencies, potential partners, contractors, trainers, volunteers, consultants, City and County departments as applicable.

QUALIFICATIONS:

- Must have previous land stewardship and leadership experience.
- Must be comfortable and experienced with working with and supervising a culturally, ethnically, racially and economically diverse group of people.
- Must have strong and consistent leadership skills with a focus on leading through patience, consistency, and personal example, familiarity with restorative practices is a plus.
- Must be passionate about issues of social justice and environment and have some ecological knowledge and background and hands-on experience with land stewardship.
- Must have a valid driver's license with a clean driving record.

- Certifications including National Green Infrastructure Certification, First Aid, HAZWOPER, Chain Saw, a plus, but certification attainment can be part of professional development.

Landforce values diversity as a cornerstone to our success as an organization. We acknowledge the differences and similarities that all employees bring to our team. We are committed to creating an atmosphere that fully utilizes the unique capabilities of each employee, and where all employees are treated with dignity and respect. Landforce is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability, sex, gender identity, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws.

SPECIAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to walk on uneven, rough and steep terrain as well as paved and unpaved trails, use hands and arms to handle and manipulate objects, tools, or control, and operate foot controls on equipment. The employee is frequently required to stand and occasionally sit, climb, balance, stoop, kneel, crouch, and crawl. This position requires an ability to navigate stairs. The employee must be able to carry items weighing up to 50 pounds. The employee will be required to perform manual excavation on a variety of ground surfaces. The employee may frequently be exposed to a variety of environmental conditions including extreme cold, extreme heat, and humidity, as well as wet and slippery conditions. Employee may be required to walk between 1 to 3 miles to get to worksites. While outside, the employee may be exposed to direct sunlight, dust, pollen, and equipment exhaust fumes.

The employee may travel to locations in the service area as well as other locations in and out of the City of Pittsburgh and Allegheny County. The individual will also have close contact with a computer screen. Weekend and evening hours may (rarely) be required to attend board meetings, community forums, special events, and to meet specific deadlines.

EQUIPMENT UTILIZED

- Variety of outdoor tools and equipment (shovels, hoses, rakes, hoes, mattocks, hand clippers, wheelbarrows.)
- Basic power tools and landscaping equipment, including a chainsaw following appropriate training.
- Will be asked to drive organizational vehicles.
- Personal computer and printer.
- Office equipment, i.e. telephone system, fax, copier, etc.

POSITION DIMENSIONS: (Non-Exempt Employee Status)

No. of employees supervised directly: Between 6 to 8
 No. of employees supervised indirectly: 0

Note: Landforce retains the right to modify this position profile at any time.