

## Position Profile

### THE JOB

To lead a Landforce crew by supervising daily land stewardship work, contributing experience and knowledge to high standards of ecological services, and supporting crew members' growth and transition to permanent family-sustaining wages while setting and maintaining a high example of professional behavior at all times.

### THE ORGANIZATION

At Landforce, we combine workforce development and environmental stewardship to help restore and maintain land and green space and help individuals get back to work. We support our Crew Members' passion to become strong employees for Landforce and future employers through training, career coaching, and other support. This meaningful short term employment builds skills and confidence for individuals that have historically been excluded from the workforce.

### HOW TO APPLY

Interested candidates should submit a resume and cover letter indicating their interest in the position, directed to Thomas, Director of Land Stewardship, at [hiring@landforcephg.org](mailto:hiring@landforcephg.org). Applications will be reviewed on a rolling basis until the position is filled.

### SALARY

\$45,320 per year

### 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

### THE LAND STEWARDSHIP WORK WE DO

- *Construct Trails* by brushing away excess vegetation and removing any obstacles to laying down a trail. From there we shape the ground using trail tools and hard work.
- *Maintain Vacant Land* by removing dumped items and vegetative overgrowth. Some projects will include planting grass, trees, or flowers and installing simple structures such as fences or benches.
- *Restore Habitats* by clearing out dumpsites, cutting and removing vines and other invasive plants, planting new trees, shrubs or plants, caring for these trees, and building deer exclosures and other fences.
- Installing and maintaining *Green Infrastructure* as an approach to water management that protects, restores, and mimics the natural water cycle.

## THE PROFESSIONAL DEVELOPMENT WORK WE DO

- *Soft Skills Development* by using a nationally certified curriculum that provides support for reaching one's potential through their work ethic, providing training on workplace norms and competencies, building a culture of respect in the workplace, and through training sessions for professional communication, navigating HR systems, and creating an attention grabbing resume.
- *"Whole Person Approach" focused on personal development* by offering mental health awareness sessions, Restorative Practices training, financial literacy counseling, and exploring ways to eat healthy on a budget.
- *Certifications and On The Job experiences* through credentialed trainers and experienced professional leaders. Crew Member certificates include; OSHA 40/ HAZWOPER, First Aid and CPR, Chainsaw Safety, Green Infrastructure, Tree Tenders, Bring Your "A" Game, and Restorative Practices.

## HOW WE DO IT

We build trust between our staff and Project Partners through: accountability, integrity, awareness, and transparency. The way we do that is by following through on promises made to our Project Partners, and by meeting their expectations when it comes to timeliness, quality, and budget. We are also knowledgeable and well practiced in these skills with the aim to continue professional growth and breadth of experience.

## ABOUT LANDFORCE

Landforce is committed to building a just world, where everyone belongs, lives in a healthy environment, and surpasses their greatest dreams. We nourish a culture of self-empowerment for people aspiring towards meaningful and stable employment, as we protect and improve the environment. At Landforce, we combine workforce development and environmental stewardship to help restore and maintain land and green space and help individuals get back to work. By providing professionally skilled crews who can assist in environmental management we are able to construct, maintain and rehabilitate trails, vacant lots, green stormwater infrastructure, and natural habitats. At the same time, we support our Crew Members' passion to become strong employees for Landforce and future employers through training, career coaching, and other supports. This meaningful transitional employment builds skills and confidence for individuals that have historically been excluded from the workforce.

We understand that creating a just and equitable world begins with intentionally establishing an organizational culture that respects people in our fullest diversity. We believe that everyone brings pre-existing skills and experience to the table, that we all can learn from each other, and that if we fully embody these beliefs, we can lead the way to create a brighter tomorrow for people and the planet.

## 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 site supervisor for our crews, 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. Site Supervisors must follow company policy and protocols and should be comfortable with ensuring that crew members do the same.

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 bring some existing skills to the job and to also develop new 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, evaluate crew member's performance and progress, and co-facilitate goal obtainment.
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. Model behavior and language consistent with the organization's Mission, Vision, and policies that are aimed at preparing work ready individuals.
10. Participate in weekly team and staff meetings to discuss and address Crew Member progress and other programmatic issues.
11. Complete all necessary Landforce paperwork and documents as instructed by Director of Land Stewardship.
12. Ensure work sites always have the appropriate tools available for each work activity, including prepping vehicles the afternoon before a job.
13. Drive organizational vehicles to safely transport crew and materials as necessary.
14. Adhere to organization policy, procedures and the professional code of ethics.
15. 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. This includes the uniform adherence and enforcement of organizational safety and behavioral policies.

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

**QUALIFICATIONS:**

- **Education** – High School Diploma or GED preferred, but not required. Life experience with leadership positions, the ability to self direct your own learning, and familiarity with the multiple demands of supervisory work will be honored.
- 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 not required - certification attainment can be part of professional development).
- Lived experience similar to that of our Crew Members is preferred and valued. However, this lived experience should translate into relatable and relevant skills that will guide our Crew Member's personal growth while also showing your own personal growth.

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. Employees 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 outdoors 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.