



## **JOB DESCRIPTION: UpLift Assistant Crew Leader** **Seasonal, Full-Time or Part-Time Position**

**Reports to:** Crew Leader

### **Job Overview:**

The Assistant Crew Leader supports the Landscape Foreman and Crew Leader in leading a team of several field employees to provide environmental services, including the installation and maintenance of landscaping projects such as tree plantings, bayscapes, and rain gardens, as well as performing maintenance and assessments of stream restoration sites, removing debris from waterways, and more. Working with the Crew Leader and operational staff, the Assistant Crew Leader helps to ensure that work plans are implemented and that the crew meets the specified objectives in performing their work. In the absence of a Crew Leader, the Assistant Crew Leader would take charge by leading, supervising, and instructing Crew Members to stay on time and meet quality standards. They are the crew's designated Safety Officer, ensuring proper precautions are taken on site. Though an Assistant Crew Leader is not expected to handle disciplinary matters, if the situation warrants immediate corrective measures in the absence of a Crew Leader or Landscape Foreman, such as for safety matters, an Assistant Crew Leader may take reasonable action, which may include escalating issues to higher level management. An Assistant Crew Leader is an essential part of the company who motivates their team and participates in ensuring the success of our programs through proper and safe execution and delivery of our services.

Through the UpLift program, Howard EcoWorks provides training in domain skills such as identifying native and non-native plants, construction techniques for environmental restoration projects, proper tool usage and care, and so forth. As a workforce development program, the UpLift program also includes soft-skill training and coaching to give one a leg-up on finding a job in the environmental industry.

### **Responsibilities & Duties:**

- Acts as leader of a Crew in the absence of a Landscape Foreman or Crew Leader
- Is the designated Safety Officer of a crew
  - Reporting incidents (injury and non-injury)
  - Reminding the crew about daily safety considerations for the work at hand
  - Responsible for making sure water and ice is in the cooler
  - Enforcing PPE usage and COVID guidelines
- Directly interact with customers and collect payment for Rent-An-EcoCrew work
- Required to drive the company vehicle(s) and trailer to transport the crew and/or materials to and from job sites
- Responsible for the safety of the crew while transporting them on company business
- Caring for the company vehicle(s) on a daily and weekly basis while assisting the Crew Leader or Landscape Foreman with vehicle inspection reports when necessary
- Utilize and look after a company credit card for purchase of gas in company vehicle(s)
- Properly use and care for company tools and equipment
- Helps with leading and supervising a crew in absence of at least a Crew Leader to properly implement and maintain projects
- Ensure that Crew Members perform their tasks skillfully, safely, and in a timely fashion
- Read and implement Work Plans, Landscape Designs, and Planting Plans and ensure proper installations and execution of services
- Determine and assign daily tasks to Crew Members should a Landscape Foreman or Crew Leader be unavailable
- Oversee cleanup of job sites and proper storage and/or disposal of materials
- Communicate progress and issues to Landscape Foreman or Crew Leader as appropriate



- Assist in construction and maintenance work as needed.
- Adhere to company protocols surrounding COVID-19, including but not limited to: wearing of masks, weekly temperature checks, social distancing while traveling in vehicles and working in close proximity, and proactive communication of symptoms to supervisors.

#### **Qualifications & Requirements:**

- Must be at least 18 years of age
- Proven track record of strong leadership, communications, and process improvement skills
- Ability to work in a variety of outdoor settings including forests and streams
- Must have a valid driver's license and a clean driving record
- Must meet our required level of proficiency for driving a truck and trailer safely
- Able to physically stand, bend, squat, and lift up to 40 pounds repetitively throughout a day
- Must have reliable transportation to the initial job site of the
- May need to use their personal vehicle during the course of work. Mileage is reimbursed at the then-applicable IRS rates
- Must be dependable

#### **Preferred Qualifications:**

- Passion and/or interest in the outdoors
- Previous experience working outdoors or in landscaping
- Experience driving a truck and trailer desirable
- Flexible with changes in day-to-day tasks

**Wage:** \$14.90/hr.

#### **Benefits:**

- First Aid CPR/AED Training and Certification
- Opportunity to earn a Chesapeake Bay Landscape Professional-Associate (CBLP-A) Certificate
- Opportunity to earn a Maryland Erosion and Sediment Control Certificate
- Development opportunities including internal advancement to leadership positions
- Paid sick leave - 1 hour of Sick and Safe Leave accumulated for every 30 hours worked, accumulating up to 40 hours per year. Accrual starts on the first day of employment and one is eligible to use sick and safe leave after the completion of 30 days of employment
- Seasonal full-time employees are given one personal day each calendar year and are eligible to use it after 30 continuous days of employment, which may be used in one 8-hour increment or two 4-hour increments
- Seasonal full-time employees are granted the following paid holidays, to the extent a listed holiday falls within the timeframe of the seasonal contract:
  - New Year's Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Christmas Day
- Option to enroll in the EcoWorks 401(k) plan

#### **Job Timeline:**



This is ideally a full-time, seasonal position starting March 14th and running to December 16th, 2022, although shorter contracts and/or part-time positions can be negotiated. Standard field crew hours are Monday through Friday from 8:00 AM to 4:30 PM, with a half-hour unpaid lunch break and 2 paid 15-minute breaks per day. Hours shift in the summer months to 7:00AM to 3:30PM. Weekend work opportunities may be available but are not mandatory. Work in the field is weather-dependent. Indoor training and professional development opportunities may be offered on bad-weather days.



## **JOB DESCRIPTION: UpLift Crew Member** **Seasonal, Full-Time or Part-Time Position**

**Reports to:** Crew Leader

### **Job Overview:**

A Crew Member will be an essential part of the team in providing environmental services, including the installation and maintenance of landscaping projects such as tree plantings, bayscapes, and rain gardens, as well as performing maintenance and assessments of stream restoration sites, removing debris from waterways, and more. With direction from their Crew Leader, Assistant Crew Leader, and operational staff, Crew Members will learn how to work as a team to successfully create and manage stormwater practices in the Bay region as well as being exposed to a variety of career opportunities in the environmental and stormwater industries. Through the UpLift program, Howard EcoWorks provides training in domain skills such as identifying native and non-native plants, construction techniques for environmental restoration projects, proper tool usage and care, and so forth. As a workforce development program, the UpLift program also includes soft-skill training and coaching to give one a leg-up on finding a job in the environmental industry.

### **Responsibilities & Duties:**

- Construction and maintenance of environmental landscaping practices such as rain gardens, native landscapes, native tree plantings, and stream restoration projects
- Learn and implement season specific maintenance techniques for each landscaping practice
- Plant, excavate, mulch, and remove invasive plants according to the project at hand
- Inspect local streams after major storm events
- Remove tree limbs, overgrowth, and other debris from local streams
- Properly use, store and care for all equipment, tools, materials, etc.
- Adhere to company protocols surrounding COVID-19, including but not limited to: wearing of masks, weekly temperature checks, social distancing while traveling in vehicles and working in close proximity, and proactive communication of symptoms to supervisors.

### **Qualifications & Requirements:**

- Must be 18 years of age
- Ability to work in a variety of outdoor settings including forests and streams
- Able to work with a team as well as independently
- Able to physically stand, bend, squat, and lift up to 40 pounds
- Must have reliable transportation to initial job site
- May need to use their personal vehicle during the course of work. Mileage is reimbursed at the then-applicable IRS rates

### **Preferred Qualifications:**

- Passion and/or interest in the outdoors
- Previous experience working outdoors or in landscaping
- Flexible with changes in day to day tasks

**Wage: \$13.75/hr.**

**Benefits:**

- First Aid CPR/AED Training and Certification
- Opportunity to earn a Chesapeake Bay Landscape Professional-Associate (CBLP-A) Certificate
- Opportunity to earn a Maryland Erosion and Sediment Control Certificate
- Development opportunities including internal advancement to leadership positions
- Paid sick leave - 1 hour of Sick and Safe Leave accumulated for every 30 hours worked, accumulating up to 40 hours per year. Accrual starts on the first day of employment and one is eligible to use sick and safe leave after the completion of 30 days of employment
- Seasonal full-time employees are given one personal day each calendar year and are eligible to use it after 30 continuous days of employment, which may be used in one 8-hour increment or two 4-hour increments
- Seasonal full-time employees are granted the following paid holidays, to the extent a listed holiday falls within the timeframe of the seasonal contract:
  - New Year's Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Christmas Day
- Option to enroll in the EcoWorks 401(k) plan

**Job Timeline:**

This is ideally a full-time, seasonal position starting March 14th and running to December 16th, 2022, although shorter contracts and/or part-time positions can be negotiated. Standard field crew hours are Monday through Friday from 8:00 AM to 4:30 PM, with a half-hour unpaid lunch break and 2 paid 15 minute breaks per day. Hours shift in the summer months to 7:00AM to 3:30PM. Weekend work opportunities may be available but are not mandatory. Work in the field is weather-dependent. Indoor training and professional development opportunities may be offered on bad-weather days.