



POSITION DESCRIPTION

Job Title:	Blue Skies Landscaping Landscape Construction Supervisor				Prepared by:	Environmental Specialist			
Department:	Environmental Stewardship				Approved by:	Executive Director			
Reports to:	Environmental Specialist				Date:	asap			
Hourly Rate:	\$20.00+ per hour, DOE experience 40 hours per week Apr - Nov 32 hours per week Dec - Mar				Term:	Unlimited, year-round			
FTE/Exempt Status:	Apr - Nov 1.0 FTE	Yes	No	x	Position Status:	FT	x	PT	IC
	Dec - Mar 0.8 FTE								

COMPANY CONFORMANCE STATEMENT

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers, and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

PROJECT OVERVIEW

Environmental Stewardship is one of Walnut Way’s major programming areas. Residents have transformed vacant lots into production gardens and orchards. Demonstrating the ability to grow healthy, neighborhood foods is essential to our work. Additionally, maintaining a clean and beautiful neighborhood campus is a necessary part of our commitment to environmental stewardship.

Initiated in 2012, the Blue Skies Landscaping program was founded to advance urban environmental sustainability and employment opportunities in the Lindsay Heights neighborhood and greater Milwaukee area. The program’s staff steward Walnut Way’s campus and execute landscape contracts on private and public properties. Work includes landscape construction, landscape maintenance, and consultation. Blue Skies offers job training in landscape horticulture for staff. The program is designed to be a source of employment for residents and a sustainable source of earned income for Walnut Way’s environmental initiatives.

POSITION PURPOSE

The Blue Skies Landscaping Landscape Construction Supervisor is a full-time employment opportunity with Walnut Way Conservation Corp. supporting all aspects of the Blue Skies Landscaping program, as well as urban agriculture and campus maintenance. The candidate must possess knowledge and skills in landscape and hardscape installations, landscape maintenance, horticulture, and agriculture. The candidate must be comfortable working outdoors in all temperatures and types of weather, and must possess sufficient physical fitness/strength to lift landscaping tools and materials. The candidate must also have at least 4 years' experience operating equipment such as loaders, trucks and trailers, tillers, backpack blowers and more, as well as have knowledge in plant identification, proficiency in math, and ability to read blueprints. Blue Skies Landscaping Landscape Construction Supervisor should be a friendly and dependable person and be able to lead other staff, as well as have a strong attention to detail and ability to multitask. In all instances s/he must perform in accordance with and be committed to the Walnut Way mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Work with Environmental Specialist to develop project work flow and scheduling of tasks
2. Identify and organize vehicles, equipment, tools and materials needed for projects/tasks
3. Develop and implement tracking system for tools and materials
4. Apply efficiency to acquisition and use of materials
5. Execute work on residential and commercial contracts for Blue Skies Landscaping, including landscape installations, landscape maintenance and property cleanups, following all protocols for safety, start and end of day activities
6. Maintain punch list for assigned projects and see through to completion
7. Conduct daily crew debriefs for work to be completed
8. Develop and implement trainings for crew members assigned to projects
9. Strive for continuous improvement in craft and technical knowledge through in-field experience and trainings
10. Monitor, schedule and implement equipment, tools and vehicle preventative maintenance
11. Support all aspects of Walnut Way Campus improvements, with a focus on organization/storage of materials and equipment, compost operations, and facilities repairs/upgrades
12. Provide daily reports to Environmental Specialist, including work completed, invoices/receipts, and other items of note
13. Other duties as assigned by Supervisor
14. Perform other duties to support success of Blue Skies Landscaping and Walnut Way

SUPERVISORY RESPONSIBILITY

This position requires supervision of Blue Skies Landscaping staff assigned to the Supervisor's work team. Supervision includes, but is not limited to, training of staff, safety, execution of tasks, task completion, and customer interaction.

ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment characteristics include working outdoors, on residential and commercial properties, in the public right of way, in gardens, in all weather conditions, including extreme heat and cold, and all types of precipitation.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to stand for six hours or more per workday. The employee is required to kneel, squat, bend over and use hands to work in the gardens and in landscapes. The employee must be able to use motor skills and vision to operate landscape equipment. Candidate must be able to lift 75 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

TRAVEL

Local travel to project sites is required. For normal working hours, transportation is provided via company vehicle.

REQUIRED EDUCATION AND EXPERIENCE

1. Must possess a valid Wisconsin Driver's License with a good driving record
2. At least 4 years' experience in horticulture and landscape work, including landscape construction, landscape installations and grounds maintenance required
3. Experience maintaining and operating commercial landscape equipment and tools required
4. Demonstrated proficiency with blueprints, construction math, and common measuring tools required
5. NGICP certified preferred
6. Commitment to work in diverse settings
7. Must show high levels of honesty, personal integrity, and humility
8. Practices leadership by example
9. Proven ability to work with youth and adults from diverse backgrounds
10. Commitment to teach, train, develop and support coworkers
11. Ability to supervise, motivate, evaluate and discipline designated staff
12. Ability to adjust to emerging priorities, motivated, and effective listener
13. Must be willing to work flexible hours, including some evenings and weekends
14. Excellent oral and written skills; ability to represent the agency
15. Ability to establish and maintain effective relationships with supervisory staff, co-workers, project partners, study participants, and community residents
16. Creative, innovative, flexible, love for results and community leadership
17. Ability to withstand wide range of weather conditions and lift up to 75 lbs.
18. Residents of the Lindsay Heights neighborhoods or near north side of Milwaukee [zip codes 53205 or 53206] will receive strong consideration



WALNUT WAY CENTER

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EQUAL EMPLOYMENT OPPORTUNITY

Our organization is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any basis including, but not limited to: veteran status, uniform service member status or any other protected class under federal, state or local law. In Wisconsin, the following are a protected class: age [40 or over]; race; creed; color; disability; marital status; sex; national origin; ancestry; pregnancy, childbirth, maternity leave or related medical conditions; arrest or conviction records; military service; sexual orientation; use or nonuse of lawful products off the employer's premises during non-working hours and genetic testing.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply, please either mail or email resume, cover letter, and two professional references (on company letterhead)

To: Danielle Brower
HR & Operations Manager
Danielle@walnutway.org
Walnut Way Conservation Corp.
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Milwaukee, WI 53205

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