



JOB DESCRIPTION

Job Title:	Landscaping & Construction Operations Supervisor				Prepared by:	Environmental Specialist						
Department:	Environmental Stewardship				Approved by:	Executive Director						
Reports to:	Environmental Specialist				Date:	October 1, 2020						
Hourly Rate:	\$19.00 - \$25.00/hour per experience				Term:	Unlimited						
FTE/Exempt Status:	1.0 FTE	Yes	X	No		Position Status:	FT	X	PT		IC	

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.

Organizational Background:

Walnut Way Conservation Corp. (Walnut Way) is the convener of the quality of life plan sponsored by the Zilber Neighborhood Initiative (ZNI). Walnut Way is a resident-led neighborhood association within Lindsay Heights, and its mission is to sustain economically diverse communities through civic engagement, environmental stewardship and ventures for community prosperity.

Walnut Way’s strategic plan includes five goals:

- **Grow Prosperity** by expanding workforce development and revitalizing commercial corridors.
- **Environmental Stewardship** through transforming vacant lots into healthy green spaces, enhancing the Walnut Way environmental campus, and promoting and attracting housing resources.
- **Civic Engagement** that expands peer support and leadership networks, strengthens youth leadership opportunities, and creates community-driven policy, systems and environmental change.
- **Catalytic Development** that drives social innovation, health and wellness.
- **Sustainable Walnut Way** that strengthens organizational and neighborhood capacity.

POSITION PURPOSE

The Landscaping & Construction Operations Supervisor is a full-time employment opportunity with Walnut Way Conservation Corp. supporting the Department of Environmental Stewardship. These programs include: Blue Skies Landscaping and Campus Production & Sales. Entails the training and leading of projects from bid stage to close-out in the areas of planning and field supervision. In all instances the candidate must perform in accordance with and be committed to the Walnut Way mission.

POSITION SUMMARY

The Landscaping & Construction Operations Supervisor will work with the leadership team to coordinate operations of the Environmental Stewardship department. The Operations Supervisor must have a passion for teaching and training to develop the Environmental Stewardship employees.

The Supervisor is responsible for overseeing the management of field and administrative tasks required to support the safe, efficient operations of all landscape and construction projects. The Landscaping & Construction Operations Supervisor will create a training and development program and calendar and will hold the authority and responsibility for developing and implementing trainings, monitoring progress, and evaluating staff performance. This individual will assist with scheduling and preparing new project bids and proposal creation. The Supervisor is also an active participant in identifying funding opportunities for green infrastructure projects that are aligned with Walnut Way's environmental stewardship.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support Walnut Way's Environmental Programs
 - Oversee staff development within Environmental Stewardship Department
 - Spends approximately 25% of the week in the field to evaluate crews, seek opportunities for continuous improvement, and create and maintain a consistent standard of work
 - Schedule weekly individual check-ins with BSL Crew Leads and Supervisors
 - Schedule monthly individual check-ins with all BSL Staff
 - Support Environmental employee evaluation processes
 - Assist staff with development and achievement of personal and professional development goals
 - Support talent recruitment efforts for Environmental programs
 - Support environmental job description development
 - Manage Environmental staff trainings
 - Conduct on-the-job monitoring and feedback for landscaping crews and individual staff while on contracted work sites
 - Develop and implement a continuous training program to drive crew efficiencies
 - Activate and enhance Walnut Way Campus and BSL job sites as learning labs
 - Identify relevant staff training opportunities including safety training
 - Develop curriculum and implement in-house trainings
 - Receive proposals, review and customize, schedule and coordinate contracted trainings
 - Monitor industry-relevant certifications, support staff to obtain and maintain their certifications
 - Coordinate special environmental projects
 - Help to identify project-based environmental funding opportunities such as solar and green-infrastructure installation and training opportunities
 - Serve as project manager/lead for identified opportunities
 - Coordinate project monitoring, deliverables, implementation and reporting
 - Support project planning and development
 - Coordinate with partners, funders and internal team to implement special projects

- Support crew scheduling and project bidding/proposal creation
 - Assist Environmental Specialist with preparing proposals for landscaping and construction projects and contracts by visiting sites, drafting project scopes and materials list, assessing capacity, and scheduling work.
 - Assist Environmental Specialist, Operations Coordinator and Blue Skies Supervisors to coordinate and implement crew schedules between various divisions, including turf maintenance, bed maintenance, hardscape/softscape installations, green infrastructure work, and other services
 - Facilitate crew requests for support
- Other Duties as assigned
 - Support fund development via identification of opportunities and writing grants as needed
 - Maintain accurate and highly organized records of activities
 - Fill out daily work log and see tasks through to completion
 - Attend leadership team and staff meetings
 - Support keeping facilities neat, clean and organized
 - Assist with community events and community engagement

REQUIRED EDUCATION AND EXPERIENCE

- Degree/Certificate in Construction Project Management, Horticulture or related field (preferred).
- Minimum of 5 years relevant experience managing landscape installation/projects. Create & implement crew trainings and safety compliance. Estimating experience strongly desired.
- Advanced understanding of landscape operations, including grading, drainage, planting, irrigation, masonry, carpentry, and lighting.
- Experienced with construction equipment such as loaders, excavator, breakers, and saws.
- Proficiency in computer software programs including Word, Excel, Gmail, iOS devices.
- Valid WI driver's license with a clean driving record.
- Must be willing to work flexible hours, including some evenings and weekends
- Develop individuals of various backgrounds and experience levels as trades professionals
- Demonstrated passion for environmental stewardship
- Excellent oral and written communication skills and problem-solving abilities
- Ability to maintain confidentiality

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Fluency in reading landscape contracts and plans to devise execution strategy (to include work process for crew and determination of materials/supplies/tools/equipment)
- Effective time management and communication to problem solve, meet deadlines and prioritize multiple projects efficiently; gathers and analyzes information; develops solutions; works well in a group
- Execution (through crew management from site prep to job completion) of construction and planting jobs
- Client relationship management (answering questions, providing updates, conducting walk-throughs)
- Demonstrate excellent written, oral, and organizational skills; highly detail-oriented



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2240 N. 17th St.
Milwaukee, WI 53205
P: 414-264-2326
F: 414-265-7245
www.walnutway.org

- Create an environment of collaboration to motivate team to achieve goals in a strong team-based organization
- Passion for community development, social justice and thrives in asset-based community development

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.

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.

WORK 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.

EQUAL OPPORTUNITY EMPLOYER

To apply, please either mail or email resume and cover letter to:

Human Resources
Walnut Way Conservation Corp.
2240 N. 17th St.
Milwaukee, WI 53205

-OR-

Email to both addresses – keubanks@walnutway.org & jeremy@walnutway.org