

## StormWorks Field Crew Coordinator (Seasonal 2018):

StormWorks is a project of the Nine Mile Run Watershed Association (NMRWA), designed to support the restoration and protection of the Nine Mile Run watershed by providing sustainable stormwater management products and services, within the watershed and beyond its boundaries. StormWorks offers property consultations, rain barrels, rain gardens, and other stormwater solutions throughout Allegheny County to residential, small business, and municipal clients.

StormWorks seeks a seasonal **Field Crew Coordinator** to oversee the daily installation of StormWorks projects, which includes the coordinating, implementing, and oversight of all phases of installation and maintenance projects, beginning in May-June 2018.

### Specific duties/responsibilities include:

- Oversees and assists the StormWorks Field Crew Members to ensure daily tasks/projects are carried out to completion, in a safe and timely manner.
- Maintains proper communication with Field Crew Members, the Design Director, and clients regarding scheduling, ordering, changes, site conditions, etc. before and during projects.
- Ensures projects are installed according to the plan, budget, and project scope.
- Manages project expenses and hours.
- Ensures that the crew is sufficiently supplied with all materials and tools needed for the job.
- Facilitates a work environment that is polite, friendly and positive.

### Qualifications:

- A minimum of 3 years of general crew supervisory experience, preferably in the landscape, horticulture, or construction industry, or other relevant work experience.
- Understanding of sound landscape installation methods and techniques as well as the tools and labor needed to accomplish this work.
- Possesses knowledge of basic carpentry, plumbing and mechanical skills.
- Ability to dig, haul, and move soil and other landscape material, up to 75 lbs.
- Understands and prioritizes the importance of job site safety.
- Ability to read and interpret landscape plans and specifications.
- Understanding of project costs (or project cost process? ).
- Possesses excellent verbal and written communication skills: comfortable with instructing and directing, while being part of a collaborative team.
- Comfortable with client interaction.

### Education/Training:

- High school diploma/GED
- Accreditation from reputable trade school.
- Bachelor's degree desirable, especially in landscape construction or landscape management, but not necessary.
- Current driver's license with clean driving record.

## The ideal candidate:

- Is ambitious and an excellent multitasker.
- Possesses excellent interpersonal skills
- Has excellent organizational and time management skills.
- Has a positive and optimistic outlook.
- Possesses a strong work ethic.
- Is passionate about environmental issues in the urban landscape.
- Candidate must have great physical stamina and be able to lift up to 75 lbs.

## Time requirements:

- Average of 32-40 hours per week, Monday through Friday during the months of May-October, schedule will vary due to weather limitations and project demand.
- Hours will be scheduled on an as-needed basis throughout our busy installation season, May-October, but candidate must be available for a substantial portion of the hours between 8am and 5pm Monday - Friday. Coordinator will be notified of schedule changes within two weeks prior to the end of the season.

## Compensation:

Compensation will be commensurate with experience and qualifications. The employee will qualify for a competitive benefits package.

Instruction and general supervision will be provided by the Design Director. However, Field Crew Coordinator will be expected to perform duties in a timely and proficient manner without close supervision.

1. NMRWA/StormWorks will supply specific information and resources needed to complete the assigned tasks.
2. The Field Crew Coordinator will report regularly to the Design Director or another designated StormWorks staff member. Regular feedback is a part of the team process at NMRWA/StormWorks.
3. NMRWA/StormWorks will provide a safe working environment. If contractor sees situations that are not safe, he or she will discuss this with the Design Director.
4. Crew member is expected to take breaks in accordance with Federal Labor Laws. Lunch and safety breaks are encouraged and expected by NMRWA/StormWorks.

Please send cover letter and descriptions of prior work experiences and/or projects by **20 May 2018** to:



Sara Madden  
Design Director  
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