



## JOB DESCRIPTION

# Operations Technician

Reports to Senior Operations Manager

### Position summary

The Operations Technician performs all duties associated with field, nursery, and Urban Wood Rescue yard operations. This position is responsible for delivering and planting trees, installing irrigation and maintaining vegetation at reforestation sites, kiln drying wood and selling wood to customers, and assisting with organization and general maintenance of yard. In addition, the Operations Technician attends and supports various outreach and educational events in support of the Sacramento Tree Foundation mission.

### Location Requirement

The employee **must be located within a reasonable commuting distance of Sacramento, California**, and available for **in-person work for all scheduled shifts**, as required by operational needs.

This position is not eligible for residence outside California, nor for remote work.

*This geographic requirement is based on legitimate business, operational, and regulatory needs, including collaboration with local partners, compliance with California employment laws, and support of Sacramento-area operations.*

### About the Sacramento Tree Foundation

The Tree Foundation is a nonprofit organization with a mission to grow thriving communities through stewardship of our urban forest. Since 1982, we have planted over one million trees throughout the Sacramento region, and we continue to plant over 10,000 trees every year. Knowing the profound health, environmental, and economic benefits of trees, we envision an urban forest canopy that benefits the entire region and every neighborhood, especially those that historically have been underserved and under-canopied. Learn more at [sactree.org](https://sactree.org).

### Principle duties

#### NURSERY & FIELD OPERATIONS

1. Installs various plants, trees and plant protection products at mitigation and community sites
2. Installs and maintains nursery irrigation systems
3. Cares for plants and project sites, including watering and vegetation control using gas powered equipment
4. Loads and unloads tree-related materials and supplies
5. Assists with watering, fertilizing, pruning and weeding of plants in a nursery

6. Plans efficient delivery routes using mapping software and reserves required vehicle(s)
7. Delivers trees and planting supplies to each customer on route in all types of weather
8. Updates tree records in Salesforce and/or ArcGIS for all planted, monitored, delivered, and returned trees

#### YARD MANAGEMENT & CUSTOMER SERVICE

1. Assists customers in selecting and purchasing wood
2. Receives materials and goods; moves, sorts, stacks and stickers lumber
3. Inventories, measures, and records log and lumber dimensions and monitors movement and condition of lumber
4. Operates kilns and other woodworking tools and equipment
5. Maintains equipment and tools and ensures cleanliness of yard and nursery
6. Ensures trucks and trailers are clean and safe to drive, including regular light and fluid checks
7. Leads volunteer groups and instructs volunteers on safety and planning procedures under guidance of supervisor or designee
8. Assists with fleet inspections, recordkeeping, and minor maintenance as directed
9. Transports vehicles to and from repair facilities as directed
10. Performs other duties as assigned

*This job description is intended to convey information essential to understanding the scope of the position and is not exhaustive. Responsibilities and duties may change as the needs of the organization evolve.*

#### Qualifications & experience

- Education: High School diploma or equivalent preferred
- Experience: Prior field experience in a physically active outdoor job such as tree planting and care, landscape maintenance, or forestry preferred
- Valid California driver's license and clean driving record

#### Required skills

- Ability to work outdoors in inclement weather and navigate rough terrain
- Working knowledge of basic landscape maintenance and tree planting and care practices helpful
- Ability to safely and effectively operate gas-powered engines and tools
- Ability to safely operate a variety of vehicles, including cars, pickup trucks with trailers, large two-axle box trucks, and construction equipment in all types of weather
- Ability to follow safety procedures
- Proficiency with software and mobile applications including Microsoft Office Suite, inventory and point of sales systems, Survey 123, and CMS (Salesforce)
- Ability to work a Tuesday through Saturday schedule

#### Supervisory responsibilities

This position has no formal supervisory responsibilities.

#### Working conditions

*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.*

Must be able to safely lift 50 pounds. Must be able to perform physical labor that requires frequent bending and use of arms, hands, legs, and upper body; must be able to stand, walk, and work safely on uneven terrain for six to eight-hour shifts. Must have the ability to observe details at close range (within a few feet of the observer). Must be able to work outside and drive in all weather extremes including heat, cold, rain and wind. Requires a high level of mobility, dexterity, and flexibility in order to perform essential functions. Travel to all organization's work sites required. Ability to operate office equipment, including copiers, fax machines and computer equipment.

Must be able to work a Tuesday through Saturday schedule and occasional evenings.

## **Compensation**

This is a full-time, at-will, non-exempt position. Pay is \$26.76/hour, plus benefits including low-cost health care, dental, and vision coverage (including for dependents), 13 days PTO increasing with tenure, 14 paid holidays, 403(b) retirement plan with 3% employer contribution, EAP, life insurance, and professional development budget.

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## **Application procedure & timeline**

Upload your resume and cover letter to apply. Applications will be reviewed on a rolling basis until position is filled.

## **Inclusivity statement**

The Sacramento Tree Foundation is proud to be an Equal Employment Opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

We are committed to the full inclusion of all qualified individuals. As part of this commitment, the Tree Foundation will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact us at [hr@sactree.org](mailto:hr@sactree.org) or (916) 924-8733.

