



191 North Street, Suite 1, Buffalo, NY 14201
Phone - (716) 882-7661 | Fax - (716) 882-7662
www.hocn.org | info@hocn.org

Title: Stormwater Maintenance Foreman

Program: Green Infrastructure Workforce Development Phase 1

Position Type: Full-time

Salary Range: Mid to high \$40,000's

Position Overview

Stormwater Maintenance Foreman executes the day-to-day operations for all Green Stormwater Infrastructure Maintenance (GSIM) and related activities assigned to the GSIM Fellows Crew, including the management/oversight of GSIM Fellows and their daily tasks. The Foreman plans, assigns, supervises, documents, and participates in the work of the GSIM Fellows Crew. The Foreman reports to the Director of Environmental Stewardship.

Essential Functions

The Foreman will:

- Supervise, direct, and evaluate members of the GSIM Fellows Crew, including:
 - Leading the onboarding, training, performance evaluation, timesheets, critical feedback, and discipline of GSIM Fellows
 - Ensuring adherence to organizational policies and procedures such as attendance, timeliness, conduct, professionalism, customer service, etc.
- Plan, assign, supervise, document, and participate in the work of the GSIM Fellows Crew, including:
 - Coordinating with the PWD Project Manager on work order and special project priorities
 - Managing the quality of work produced
 - Promoting a culture of safety and professional work practices
 - Recording and submitting data needed to complete assigned work order
- Operate assigned vehicles, equipment, and hand and power tools safely and professionally
- Conduct or coordinate regular vehicle, equipment, and tool maintenance and inventory

- Provide exceptional customer service to both internal and external stakeholders
- Collaborate across the organization both generally and specifically to support GSIM Fellows next steps in their career plans
- Participate in the crew selection process
- Attend program, staff, and community meetings and outreach events as required
- Perform other duties, as requested

Qualifications

- Minimum of 2 years experience in grounds maintenance, horticulture, landcare, or green stormwater infrastructure maintenance AND,
- Thirty credits (30) from an accredited college, university, or training program in nursery, grounds, maintenance, arboriculture, landscape design, or a related field

OR

- Three (3) or more years experience in grounds maintenance, horticulture, landcare, or green stormwater infrastructure maintenance
- Experience managing a team
- Experience with vocational education or youth workforce development, preferred
- Ability to perform the operation of power tools, hand tools and complex power equipment and perform tasks requiring mechanical aptitude
- Strong work ethic and ability and desire to work outdoors in challenging conditions.
 - Working in extremes of heat, cold or rain.
 - Heavy lifting, bending and carrying up to 50 lbs.
- Excellent interpersonal, presentation, and organizational skills.
- Ability to adapt plans and be flexible on short notice and take initiative to problem-solve.
- General proficiency with Microsoft Office, Google applications, and digital reporting
- OSHA-10 certified within one week of hire
- OSHA-30 certified within one month of hire
- Valid driver's license with clean driving record, insurance, and ability to drive a passenger van or pickup truck required
- First AID/CPR Certification preferred

Position Requirements

- Motivate and lead program staff to work collaboratively perform with excellence
- Establish and foster, with diverse partners, positive relationships and open, informative and effective communication

- Set clear direction and accountability for staff while offering opportunities to share resources, obtain professional development and advancement to reach goals and objectives
- Commit to professional development to advance skill growth of serving urban youth
- Promote inclusive behaviors and practices and equity among staff; setting high standard for open dialogue and problem solving
- Commit to the advancement of urban youth; including staff development

Our mission and organization

Heart of the City Neighborhoods, Inc. (HOCN) is a 501(c)3 not-for-profit Community Development Corporation created to develop sustainable projects to support Buffalo's core communities. Working together with residents and neighborhood organizations, local leaders, financial institutions, equal employer details and real estate professionals, HOCN works towards stabilizing and creating integrated, mixed income neighborhoods where individuals and families of all incomes will have a better quality of life and take pride in their property, their street, and their community. With over 20 years of working directly with homeowners and small businesses, HOCN has a strong community connection within Buffalo. HOCN is an Equal Opportunity Employer. HOCN does not discriminate on the basis of race, religion, color, sex, gender identity, (including pregnancy, childbirth, or related medical conditions) sexual orientation, age, gender expression non-disqualifying physical or mental disability, national origin, veteran status or any other applicable legally protected characteristics. All employment is decided on the basis of qualifications, merit, and business need.

To apply, please submit a resume and cover letter to Deirdre Wright, Director of Environmental Stewardship, Heart of the City Neighborhoods, Inc., by email to d.wright@hocn.org.