



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 Environmental Stewardship

Position Type: Full-time

Salary Range: \$43,000-47,000

Position Summary

The Stormwater Maintenance Foreman is responsible for the day-to-day leadership, direction, support and supervision of approximately 10 AmeriCorps Members. The Foreman serves as a supervisor, motivator, leader, guide, role model, and mentor to the AmeriCorps Members and is responsible for the crew's overall service, performance and safety. The Foreman is the primary point of contact for AmeriCorps Members on their crew and reports to the Director of Environmental Stewardship.

Essential Functions

The Stormwater Maintenance Foreman will:

- Provide leadership, management, and coaching of the crew, including:
 - Empowering crew throughout their term; Supporting social and emotional growth and workforce development; Working with the Director to remove barriers to participation
 - Holding crew accountable to expectations outlined in Member Handbook and organizational standards such as attendance, timeliness, professional conduct, customer service, etc.
 - Ensuring timesheets are completed accurately and on time

- Provide on-site project management and safety compliance, including:
 - Coordinating with the Director and service partners to schedule and execute daily and/or weekly projects and work orders to accomplish service delivery goals
 - Assigning and reviewing on-site work assignments and responsibilities; Demonstrating skills and tasks as needed; Managing on-site schedule including appropriate start/end time and breaks
 - Operating assigned vehicles, equipment, and tools safely and professionally
 - Overseeing tool, equipment and material inventory and management
 - Creating and maintaining a culture of safety; Monitoring identification and removal of hazards and mandatory use of personal protective equipment (PPE)

- Provide administrative support, including:
 - Recording service-based data on work conducted; Providing constructive feedback, benchmarks, and reviews on individual performance
 - Communicating all service accidents, illnesses, and other incidents to Director and appropriate parties; Completing required paperwork in accordance with law, organizational policies, and/or the worker's compensation process
 - Sharing project highlights and photos for inclusion in press releases, news articles and/or videos
 - Attending various meetings with staff, program partners, and other stakeholders as needed
 - Participating in program outreach and recruitment as needed

- Performing other duties and responsibilities, as required

Required Qualifications

- Bachelor's degree in human services, social work, education, environmental science or related field
OR
- Minimum of 3 years experience with vocational education and/or youth workforce development
- Experience leading or managing a team
- Commitment to equity, inclusion, and the advancement of urban youth
- Ability to motivate and guide disconnected and disengaged youth and diffuse conflicts
- Knowledge of sustainability, landscaping, horticulture, and/or stormwater management principles
- Ability to perform physical labor, utilize hand tools and basic power tools, follow and deliver written and verbal instructions to complete tasks, and carry 50 lbs.
- Strong work ethic and ability and desire to work outdoors in challenging conditions including extreme heat, cold or precipitation.
- Ability to adapt plans and be flexible on short notice and take initiative to problem-solve
- OSHA-10 certified within one week of hire
- Ability to foster positive relationships and communicate effectively with diverse partners
- Driver's license, insurance and ability to drive a passenger van

Desired Qualifications

- Experience with or deep knowledge of the impacts of poverty and socio-economic inequity strongly preferred
- Experience with service-learning, AmeriCorps programming, and member management preferred
- Experience with trauma-informed care and/or de-escalation practices preferred
- Excellent interpersonal, presentation, and organizational skills preferred
- First AID/CPR Certification, preferred

Our mission and organization

Heart of the City Neighborhoods' Environmental Stewardship Program exists to fill the gaps and address barriers that have blocked opportunities for young adults in the City of Buffalo. Each cohort gains Green Infrastructure and additional national certifications, as well as, Personal and Leadership Empowerment to set them on a path of self-sufficiency and holistic wellness.

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.email