



Assistant Director of Field Operations

Job Description

Groundwork Rhode Island (GWRI) is a non-profit, community-based organization that helps make Rhode Island's urban communities healthier and more resilient places to live by improving the physical environment and creating economic opportunities for local residents through job training, employment, and social venture programs.

GWRI achieves our mission by leading a variety of urban stewardship programs and projects that train and employ lower-income Rhode Islanders, including those with past conviction records and youth. At the same time, GWRI works to physically improve our shared urban environment, especially in predominantly communities of color and lower-income communities in Providence, Pawtucket and Central Falls. Our four core programs are: 1) Adult Job Training focusing on the environmental services sector (lead abatement, hazardous waste handling, wastewater treatment, sustainable landscaping); 2) GroundCorp, a landscaping social venture that hires graduates of the training program; 3) Harvest Cycle, a composting social venture that collects food scraps from paying customers and processes the scraps into compost, a nutrient-rich soil amendment, to grow food; and 4) Green Team, a youth employment program in summer and the academic year serving high schoolers in Providence, Pawtucket, and Central Falls.

GWRI seeks an experienced landscape professional to work under the supervision of the Director of Field Operations to plan, direct, manage, and assist operations of Groundwork RI's landscaping social enterprise, GroundCorp. GroundCorp is a landscape and community development design-build that offers hands-on training and transitional employment to graduates of our EPA-funded Adult Job Training program. Services and programs of GroundCorp includes landscape construction, green infrastructure design and installs, maintenance, planting designs, lead soil remediation, tree and plant installation, job training, and snow removal.

The ideal candidate will have strong knowledge of horticulture, landscape construction and maintenance, equipment repair, equipment operations, stormwater mitigation, carpentry work, and be able to read landscape design plans. Candidates must have excellent communication skills and a strong desire to help GroundCorp crew members improve their economic well-being and job-readiness through paid on-the-job training.

Responsibilities

- Assist the Director of Field Operations to complete landscaping projects/jobs (with a priority to improve low-income communities in the greater Providence area.)
- Manage GroundCorp crew and act as general contractor on landscape construction sites with responsibility for landscape maintenance management, and public projects management.

- Operate, repair, and maintain equipment on a regular basis.
- Work within the community and be present at community events to promote Groundwork RI and its mission as well as GroundCorp.
- Manage Groundwork RI property with GroundCorp crew.
- Oversee volunteer-driven projects such as tree plantings and green infrastructure maintenance in collaboration with other staff members.
- Manage the repair and timely servicing of vehicles and landscape equipment.
- Provide daily job progress reports to the Director of Field Operations.
- Work with other GWRI programs such as Harvest Cycle, Green Team, and Adult Job Training, and incorporate GroundCorp when the need arises.
- Assign work activities, projects, methods, and procedures to GroundCorp staff and/or job training students, and, when applicable, Green Team youth, volunteers, etc.
- Meet with crew foremen to plan and evaluate jobs and to identify and resolve problems.
- Train, motivate, and improve skills among GroundCorp staff while keeping morale up.
- Coordinate, review, and participate in a variety of project activities. Research, review, and analyze data for special projects; ensure project progress is on schedule and within prescribed budget and required guidelines created by the Director of Field Operations and Executive Director.
- Attend and participate in professional group meetings. Maintain awareness of new trends and developments in the field of green infrastructure, urban forestry, and landscaping.
- Attend bid meetings or walkthroughs and relay information to the Director of Field Operations in order to develop bids.
- Act as Director of Field Operations in the Director's absence. Make decisions and provide information as necessary in the Director's absence.
- Perform strenuous physical labor in a variety of situations and conditions.

Qualifications

- Experience managing landscaping or related projects including design, cost-estimating, billing, and on-site construction management.
- Experience managing employees.
- Familiarity with plant material.
- Able to read and install projects using design set plans.
- Experience in repairing small machinery and operating small machinery.
- Understanding of landscape maintenance, turf maintenance, horticulture, arboriculture, and landscape construction.
- Experience and enthusiasm for working in low-income communities to create new economic opportunities.
- Experience and enthusiasm for working with people with histories of incarceration or records.



- Demonstrated empathy for marginalized communities, including racial, ethnic, and linguistic minorities, people living in high-poverty communities, and others.
- Can serve as a positive role model for youth and adults.
- Must have excellent communication skills.
- Must be well organized and able to take on many tasks at once.
- Must have own vehicle and valid driver's license.
- Experience working in a supervisory role or prior leadership experience.
- Commitment to understanding environmentally sustainable stewardship practices, as well as environmental justice principles especially that impact urban communities of color.
- Able to be physically active an average of 5+ hours per day.
- Able to work in physically demanding conditions
- Providence, Pawtucket, and Central Falls residents and people of color encouraged to apply.

Salary and Benefits

This is a full-time position (35 hours per week). Applicants seeking half-time positions are also welcome to apply. Salary starts at \$40,000/year with potential for salary increases as the program grows. Full-time staff receive paid vacation, personal, and sick days. GWRI offers the following benefits for full-time staff: employee-only health/dental, SIMPLE IRA with employer matching after one year of employment.

To Apply

Please email a cover letter and your resume to arose@groundworkri.org and sricci@groundworkri.org. Please email us if you have any questions.

Equal Opportunity

Groundwork Rhode Island is committed to the principle of equal opportunity in employment for all employees. We encourage enquiries from candidates who will enrich and contribute to the cultural, ethnic, and racial diversity of our organization. Groundwork Rhode Island does not discriminate on the basis of age, race, creed, color, religion, marital status, gender, sexual orientation, veteran status, national origin, or disability status in employment or programming. Groundwork Rhode Island is an equal opportunity employer.