



Grass Cutting and Cleanup Team Member Job Description

GENERAL

Organization:	Youngstown Neighborhood Development Corporation (YNDC)
Background:	The Youngstown Neighborhood Development Corporation (YNDC) is a multifaceted neighborhood development organization created to catalyze strategic neighborhood reinvestment in neighborhoods throughout the City of Youngstown. The YNDC transforms neighborhoods into meaningful places where people invest time, money, and energy into their homes and neighborhoods; where neighbors have the capacity to manage day to day issues; and where neighbors feel confident about the future of their neighborhood.
Mission:	The Youngstown Neighborhood Development Corporation is committed to improving the quality of life in Youngstown by building and encouraging neighborhoods of choice for all.
Title:	Grass Cutting and Cleanup Team Member
Work Schedule:	FULL TIME – 40 hours per week Some weekends and evenings required
Compensation:	\$17/hour and competitive benefits package
Website:	www.yndc.org
Telephone:	330.480.0423
Description:	Under the general supervision of the Neighborhood Stabilization Director, the Grass Cutting and Cleanup Team Member will work with a team of staff in the implementation of property management and neighborhood improvement projects including cutting grass, cleaning up vacant structures and lots, boarding of vacant housing, vacant lot management, basic construction, sidewalk repair and replacement and other field and maintenance projects to improve the quality of life in Youngstown’s neighborhoods.



SKILLS/QUALIFICATIONS

1. Must be DRUG FREE. **DO NOT APPLY IF YOU ARE NOT DRUG FREE.**
2. Valid driver's license and own transportation is REQUIRED. **DO NOT APPLY** if you do not have a valid driver's license.
3. Ability to drive pickup trucks, dump trucks, landscaping trailers, and other equipment safely is required.
4. Strong commitment to safety and willingness to train team members and volunteers in good safety practices.
5. Ability to manage multiple projects and workloads simultaneously and prioritize effectively.
6. Ability to supervise and train multiple team members with different backgrounds in the completion of projects and assignments.
7. Excellent communication skills. Must be able to communicate and follow instructions effectively and enforce organizational rules and policies when necessary.
8. High level of professional ethics.
9. Ability to effectively communicate the organization's mission and vision.
10. Ability to work independently of and in collaboration with other staff of the organization and partners.
11. Ability to obtain EPA Lead Renovation, Repair, and Painting (RRP) certification.
12. Ability to obtain Bobcat skid steer training.
13. Experience using a chainsaw is preferred but not required.
14. Ability and willingness to learn new skills and to train others in the completion of these skills.
15. Ability to perform basic routine maintenance to professional landscaping equipment and vehicles, such as blade replacements, oil changes, fluid checks, and related tasks.

RESPONSIBILITIES

Supervision and Project Completion:

1. Complete neighborhood improvement and property management tasks, including but not limited to the following: grass cutting, vacant property cleanup, board-up of vacant structures, debris removal, planting trees and landscaping, basic construction and rehabilitation work to vacant homes, sidewalk cleanup, scraping and painting, and special projects as assigned.
2. Maintain a steady work pace and set a good example for others. Train new staff and volunteers to perform work assignments and lead by example.
3. Ensure that YNDC protocols, policies and workplace discipline are strictly and consistently enforced in order to encourage a high standard of performance from others.
4. Keep track of tools and equipment and perform routine maintenance to power tools and equipment.
5. Maintain daily logs and other documentation necessary to demonstrate work completed.
6. Ensure proper use of fuel and consumable materials.
7. Ensure vehicles and equipment are kept clean, well-maintained, functional and secure at ALL times.

TO APPLY:

Email completed job application to jdaugherty@yndc.org

NO PHONE CALLS OR RESUMES PLEASE.

Equal Opportunity Employer