CALIFORNIA CONSERVATION CORPS
REGION: STATEWIDE PROGRAMS

POSITION DUTY STATEMENT

WORKING TITLE OF POSITION: **Backcountry Trails Camp Supervisor**	REPORTING UNIT NUMBER: 3340-5310 **(7726)**
DIVISION/BRANCH OR CENTER: **SWP Region/ Wilderness and Watersheds Restoration District - Eureka / Backcountry Trails Program**	LOCATION: **Statewide**
CLASS TITLE: **Backcountry Trails Camp Supervisor**	
POSITION NUMBER: **533-726 - 1030 - 902**	EFFECTIVE DATE: 4/1/25

SUPERVISION EXERCISED:

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
12-17	Corpsmembers	Up to 1	Independent Contractor (Cook)
Up to 1	Special Corpsmembers		

In all job functions, employees are responsible for creating an inclusive, safe, and secure work and program environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

The employee will perform the following duties:

ESSENTIAL DUTIES:

- **(40%) Manage, Direct, Supervise a Backcountry Trail Crew:** Incumbent will independently manage, direct and supervise a backcountry trail crew of 12-17 crewmembers, ages 18-28, in completion of trail projects and backcountry camp operations relative to living and working in remote, wilderness settings. Duties include: provide the training necessary for crewmembers to acquire the knowledge, skills, and abilities needed to safely perform trail work and backcountry camp operations and to safely use and maintain the hand and power tools and equipment used for those tasks; organize, prioritize, prepare and implement plans for completion of trail work/projects; delegate and assign trail work and camp operation tasks to crewmembers; monitor crewmembers' progress with assigned tasks and make adjustments as needed; lead by example in the performance trail work and backcountry camp operations; work in cooperation with federal and state land management representatives (sponsors) to ensure trail projects are completed in accordance with the standards, goals, and deadlines established by sponsors or stipulated by reimbursement contract and/or grants; manage/direct emergency response operations in the event of an emergency situation; conduct daily safety meetings and regular safety trainings and job hazard analyses; ensure all rules, policies and regulations set forth by the C.C.C., BC Trails Program and land management agencies pertaining to the performance of the above duties are followed by crewmembers on and off work.

- **(40%) Facilitate the individual development of crewmembers and crew development of community:** Incumbent will work independently to promote, facilitate and engage in the personal development of crewmembers and the overall development of a crew community that fosters an inclusive, safe, healthy group dynamic. Duties include: build good rapport and establish professional interpersonal relationships with individual crewmembers; motivate, counsel, mentor, and train individual crewmembers to establish and achieve personal goals; develop and implement a varied crew curriculum which facilitates individual development of personal character, work ethic, job skills, interpersonal communication, life skills, education, cooperative living, conservation awareness, and promotes the development of a well-functioning crew community; ensure inclusion and participation of all crewmembers in crew curriculum; regularly monitor individual work and program performance and personal conduct of crewmembers in accordance to established standards and expectations; conduct formal, monthly one-on-one performance evaluations with each crewmember; utilize established progressive discipline process to address performance and personal conduct issues; organize recreational and social activities outside of normal work hours; approve all off-work activities planned by crewmembers, including off-work backpacking trips; ensure all rules, policies and regulations set forth by the C.C.C., BC Trails Program and land management agencies pertaining to individual performance in the program and personal conduct are followed.

- **(15%) Perform a variety of administrative duties and functions as operational, program, federal and state partner and departmental needs dictate:** Incumbent will perform the following duties accurately, on-time, in an organized manner, and in accordance with program and department requirements and procedures: keep and maintain personnel files for crewmembers; complete required administrative forms, track and record various information, and prepare written reports on a weekly, monthly, and/or needed basis pertaining to time-keeping, service hours tracking, work production, work-related injuries, disciplinary action, crewmember separation, use and maintenance of various state property, etc.; complete monthly, formal, in-depth, written performance evaluations and review one-on-one with each crewmember; properly use and maintain state-issued vehicles, gear/equipment, and other property and ensure crewmembers do also.

- **(5%) Promote Diversity, Equity, and Inclusion:** Participate in professional development training, as well as tasks, training, and activities that support programmatic and workplace diversity, equity, and inclusion.

I have read, and understand and can perform the duties listed above.

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Employee's Name ***Employee's Signature*** ***Date***

I have discussed the duties with and provided a copy of this duty statement to the employee above.

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Supervisor's Name ***Supervisor's Signature*** ***Date***