

CALIFORNIA CONSERVATION CORPS

POSITION DUTY STATEMENT

| | | |
|---|--------------------------------------|---------------------------|
| WORKING TITLE OF POSITION: Crew Supervisor | REPORTING UNIT NUMBER: 1715 | |
| DIVISION/BRANCH OR CENTER: Region I/ Ukiah Center | LOCATION: Ukiah | |
| CLASS TITLE: Conservationist I, California Conservation Corps (CCC) | POSITION NUMBER: 533-715-1029-XXX | EFFECTIVE DATE: 6/1/18 |

| Supervision Exercised | | | |
|-----------------------|-----------------------------------|--------|-------------------------------------|
| NUMBER | DIRECT SUPERVISION CLASSIFICATION | NUMBER | INDIRECT SUPERVISION CLASSIFICATION |
| 12-15 | Corpsmembers | | |

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above. (Brief description of important duties. Group duties in numbered paragraphs. Use additional sheets if necessary.)

| (Relative time required) Indicate % | |
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| 40% | <p>Under the direction of the Conservation Supervisor, the Conservationist I performs the following duties:</p> <p>Supervise, Train and Evaluate Corpsmembers.</p> <ul style="list-style-type: none"> Supervise a crew of young men and women (corpsmembers) working on public service conservation projects in urban and rural areas. Some projects may be in remote areas of California. Teach corpsmembers the importance of work productivity, team work, safe work habits and discipline on work projects. Responsible to follow CCC-established discipline policies and hold corpsmembers accountable for their behavior. Recommend disciplinary action when necessary. Evaluate corpsmembers' performance. Instruct corpsmembers in the protection and conservation of California's natural resources. Instruct corpsmembers in skills such as: construction, landscaping, erosion control and trail building and maintenance. Respond to emergencies such as wild land fires, floods, pest eradication and mudslides. Ability to take immediate action in life-threatening situations. |
| 25% | <p>Teach, Direct and Counsel Corpsmembers.</p> <ul style="list-style-type: none"> Develop corpsmembers' leadership skills. Recommend corpsmembers as candidates for the CCC Leadership Training Program. Mentor corpsmember leaders. Supervision of corpsmembers during non-work hours (night and weekend supervision, if assigned). Monitor dormitories and ensure the health and safety of all corpsmembers on CCC facilities. Provide informal counseling to corpsmembers; refer to formal counseling, if needed. Monitor the educational attainment of corpsmembers engaged in non-work educational opportunities. Provide feedback and evaluation to corpsmembers. Respond to evening and weekend emergency situations. |
| 20% | <p>Care, Maintenance and Security of State Equipment and Property.</p> <ul style="list-style-type: none"> Inspect vehicles and equipment to ensure safe operation; recommend repairs and maintenance. Drive and operate state vehicles and equipment, perform minor repairs and maintenance. Identify, select and train corpsmember drivers. Assist in their attainment of a Class B license and CCC-sponsored driver training course(s). |
| 15% | <p>Recordkeeping and Personnel Administration.</p> <ul style="list-style-type: none"> Maintain time and leave records, approves leaves, accrual of CTO. Develops supervisor's reports of injuries, disciplinary reports and weekly project and safety reports. Document conservation awareness activities. |

Employee Signature

Date

Supervisor Signature

Date

