

# CALIFORNIA CONSERVATION CORPS

## POSITION DUTY STATEMENT

WORKING TITLE OF POSITION: <b>Crew Supervisor</b>	REPORTING UNIT NUMBER: 603	
DIVISION/BRANCH OR CENTER: <b>Los Padres</b>	LOCATION: San Luis Obispo	
CLASS TITLE: <b>Conservationist I</b>	POSITION NUMBER: 533-609-1029-XXX	EFFECTIVE DATE:

Supervision Exercised			
NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
<b>5 - 17</b>	<b>Corpsmembers</b>		

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

Physical requirements for this classification are arduous: Requires lifting objects weighing 50 pounds or more, often in combination with pushing, pulling, bending, stooping, squatting, grabbing, carrying, kneeling, twisting, and reaching at or above shoulder level. Includes sitting, standing, and walking most of the time; includes working on irregular surfaces, and the ability to hike difficult terrain, may require extraordinary physical activity and extended hours of continuous work in remote areas. Work temperatures vary from extreme cold to extreme heat and humidity, especially when responding to emergency work and disaster relief operations such as wild land fires and floods. **This position requires successful completion of the CalFire Type I training program.**

Under the direction of the Conservation Supervisor, the Conservationist I performs the following duties:

Relative Time  
Required

40%

### **Supervise, Train and Evaluate Corpsmembers.**

- 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, teamwork, safe work habits and discipline on work projects. Responsible for following 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.

35%

### **Teach, Direct and Counsel Corpsmembers.**

- 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.

15%

### **Care, Maintenance and Security of State Equipment and Property.**

- 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).

10%

### **Recordkeeping and Personnel Administration.**

- 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.

I have read and discussed these duties with my supervisor.

Employee Print/Signature	Date
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I certify that this duty statement accurately represents the duties and responsibilities of the position.

Supervisor Print/Signature	Date
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