

CALIFORNIA CONSERVATION CORPS**POSITION DUTY STATEMENT**

WORKING TITLE OF POSITION Conservationist I	REPORTING UNIT NUMBER 651	
DIVISION/BRANCH OR CENTER Northern Energy District - Sacramento	LOCATION Sacramento, CA	
CLASS TITLE Conservationist I	POSITION NUMBER 533-651-1029-XXX	EFFECTIVE DATE 8/1/2022

Supervision Exercised

<u>NUMBER</u> 8 - 12	<u>Classifications this position Directly Supervises</u> Corpsmembers	<u>NUMBER</u> Varies	<u>Classifications this position indirectly supervises</u> Special Corpsmembers
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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 emergencies and disaster relief operations such as wildland fires and floods.

Under the supervision of the Conservation Supervisor, the Conservationist I is responsible for managing and monitoring Energy District Crews as follows:

Relative
Time
Required

35%

Supervise, Train and Evaluate Corpsmembers.

- Supervise a crew of young adults (corpsmembers) working on public service conservation projects in urban and rural areas. Some projects may be in remote areas of California. Primary areas of work will be energy surveys and retrofits.
- Teach Corpsmembers the importance of work productivity, teamwork, safe work habits and discipline on work projects. Responsible to follow CCC-established corrective action policies and hold Corpsmembers accountable for their behavior. Recommend corrective action when necessary. Evaluate Corpsmembers' performance.
- Instruct Corpsmembers in the protection and conservation of California's natural resources.
- Instruct Corpsmembers in skills such as: energy auditing, energy conservation measure installation, data entry, report generation, etc.
- Respond to emergencies such as wild land fires, floods, pest eradication and mudslides. Ability to take immediate action in life-threatening situations.
- Directs Corpsmembers and specialists performing energy audits on buildings; often without technical assistance provided by sponsor on spike.
- Plan and implement work while on spike, often in remote areas.

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 and/or spikes, 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. <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%	Recordkeeping and Personnel Administration. <ul style="list-style-type: none">• Maintain time and leave records, approve leaves, accrual of CTO.• Develop supervisor's reports of injuries, corrective action reports and weekly project and safety reports.• Document conservation awareness activities.

I have read and understand these duties:

Signature – Conservationist I (Energy)

Date

Signature – District Director

Date