

**State of California**  
**CALIFORNIA CONSERVATION CORPS**  
**POSITION DUTY STATEMENT**

<b>WORKING TITLE OF POSITION</b> Crew Supervisor	<b>REPORTING UNIT NUMBER</b> 1715	
<b>DIVISION/BRANCH OR CENTER</b> Region I - Ukiah Center	<b>LOCATION</b> Ukiah	
<b>CLASS TITLE</b> Conservationist I	<b>POSITION #</b> 533-715-1029-XXX	<b>EFFECTIVE DATE</b> TBD

**Supervision Exercised**

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
0-18	Corpsmembers	0-80	Corpsmember
		0-7	Special Corpsmember

In all job functions, employees are responsible for creating an inclusive, safe, and secure work 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.

Under the direction of the Conservation Supervisor, the Conservationist I is responsible for performing the following duties:

Relative time required	Description of Responsibilities
<b>35%</b>	<p><b>Supervise, Train, and Evaluate Corpsmembers</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Teach Corpsmembers the importance of work productivity, teamwork, 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.</li> <li>• Instruct Corpsmembers in the protection and conservation of California's natural resources.</li> <li>• Instruct Corpsmembers in skills such as: energy auditing, energy conservation measure installation, data entry, report generation, etc.</li> <li>• Respond to emergencies such as wild land fires, floods, pest eradication and mudslides. Ability to take immediate action in life-threatening situations.</li> <li>• Directs Corpsmembers and specialists performing energy audits on buildings; often without technical assistance provided by sponsor on spike.</li> <li>• Plan and implement work while on spike, often in remote areas.</li> </ul>

<b>30%</b>	<p><b>Teach, Direct and Counsel Corpsmembers</b></p> <ul style="list-style-type: none"> <li>• Develop Corpsmembers' leadership skills. Recommend Corpsmembers as candidates for the CCC Leadership Training Program. Mentor Corpsmember leaders.</li> <li>• 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.</li> <li>• Monitor the educational attainment of Corpsmembers engaged in non-work educational opportunities. Provide feedback and evaluation to Corpsmembers.</li> <li>• Respond to evening and weekend emergency situations.</li> </ul>
<b>15%</b>	<p><b>Care, Maintenance and Security of State Equipment and Property</b></p> <ul style="list-style-type: none"> <li>• Inspect vehicles and equipment to ensure safe operation; recommend repairs and maintenance.</li> <li>• Drive and operate state vehicles and equipment, perform minor repairs and maintenance.</li> <li>• Identify, select and train Corpsmember drivers. Assist in their attainment of a Class B license and CCC-sponsored driver training course(s).</li> </ul>
<b>15%</b>	<p><b>Recordkeeping and Personnel Administration</b></p> <ul style="list-style-type: none"> <li>• Maintain time and leave records, approves leaves, accrual of CTO.</li> <li>• Develops supervisor's reports of injuries, disciplinary reports and weekly project and safety reports.</li> <li>• Document courses, training, development, and other educational opportunities generated during supervision.</li> </ul>
<b>5%</b>	<p><b>Promote Diversity, Equity, and Inclusion</b></p> <ul style="list-style-type: none"> <li>• Participate in professional development trainings, as well as tasks, trainings, and activities that support programmatic and workplace diversity, equity, and inclusion.</li> </ul>

**SPECIAL REQUIREMENTS**

Must possess a valid California Commercial driver's license when conducting state business that requires driving a vehicle. Travel throughout the state is required.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_