

CALIFORNIA CONSERVATION CORPS  
**POSITION DUTY STATEMENT**

WORKING TITLE OF POSITION: <b>Conservationist Supervisor</b>	REPORTING UNIT NUMBER: <b>660</b>	
DIVISION/BRANCH OR CENTER: <b>REGION 2</b>	LOCATION: <b>Greenwood</b>	
CLASS TITLE: <b>Conservationist Supervisor</b>	POSITION NUMBER: <b>533-660-1202-XXX</b>	EFFECTIVE DATE: <b>May 2026</b>

Supervision Exercised

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
2	Conservationist 2	1-4	Special Corpsmembers
8	Conservationist 1	100	Corpsmembers

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 wildland fires and floods.

In all 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 Manager 1 (District Director), the Conservationist Supervisor is responsible for managing all aspects of the Greenwood operation either directly or indirectly through the supervision of staff. Duties include but are not limited to:\

Relative Time  
Required

- 30% Supervise, lead, and direct CCC staff and Corpsmembers assigned to the Greenwood Center. Provide day-to-day supervision, guidance, and direction on the proper implementation of CCC policies and procedures, as well as the safety of staff and Corpsmembers.
- 25% Develop, monitor, and manage public service conservation work (PSCW) and special program activities. Estimate projects and negotiate agreements and contracts with funding sources in the surrounding communities. Work with the budget staff to balance expenditures with expenses. Develop an annual reimbursement target. Review projects to ensure quality control, timely completion, and to ensure safe work practices are being implemented. Schedule crew work.

- 15% Participate in staff and community meetings providing input and information relative to the program. Develop confidence and cooperation with project sponsors and maintain relationships with sponsors and the community. Develop, implement, and monitor the Crewleader Promotion program. Promote CCC through contact with the media, presentations before civic groups, governing bodies, and in educational settings. Assist with community resource development such as donations, projects, volunteers, job placement, and partnerships.
- 15% Evaluate staff. Ensure both staff and Corpsmember training occurs relative to safety, IIPP, promotional readiness, tool usage, and all other required departmental training. Monitor and oversee Corpsmember discipline and evaluations, staff performance, safety program, and facility inspections. Ensure all Conservationist staff effectively and safely perform their responsibilities and duties through appropriate training and instruction.
- 5% Act as liaison with CCC Headquarters and the Region 2 Office by communicating necessary project and Corpsmember information in a timely manner and responding to requests for information and assistance.
- 5% Coordinate emergency response activities. Ensure that Conservationist staff and Corpsmembers can respond to emergencies effectively and efficiently by ensuring that all PSCW crews are properly organized, trained and equipped. May act as liaison or agency representative on emergency operations.
- 5% Participate in DEI training and initiatives that foster equitable access, inclusion, and cultural competence. Encourage staff participation in DEI programs and apply inclusive practices across all Center operations.

I have read and understand this duty statement:

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_