

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

<b>WORKING TITLE OF POSITION</b> Crew Supervisor	<b>REPORTING UNIT NUMBER</b> 705	
<b>DIVISION/BRANCH OR CENTER</b> Region 2 – Solano Resource Center	<b>LOCATION</b> Fairfield	
<b>CLASS TITLE</b> Conservationist 1 (C1)	<b>POSITION #</b> 533-705-1029-004	<b>EFFECTIVE DATE</b>

**Supervision Exercised**

<b>NUMBER</b>	<b>DIRECT SUPERVISION CLASSIFICATION</b>	<b>NUMBER</b>	<b>INDIRECT SUPERVISION CLASSIFICATION</b>
<b>12-15</b>	<b>Corpsmembers</b>		
<p>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.</p> <p>Under the direction of the Conservation Supervisor, the Conservationist 1 performs the following duties:</p>			
<b>Relative time required</b>  <b>35%</b>	<p><b>Supervise, Train, and Evaluate Corpsmembers.</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Instruct Corpsmembers in the protection and conservation of California's natural resources.</li> <li>• Instruct Corpsmembers in skills such as: construction, landscaping, erosion control and trail building and maintenance.</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> </ul>		
<b>35%</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>• Supervise 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>10%</b>	<b>Recordkeeping and Personnel Administration.</b> <ul style="list-style-type: none"><li>• Maintain time and leave records and approve leave.</li><li>• Develop supervisor's reports of injuries, corrective action reports and weekly project and safety reports.</li><li>• Document conservation awareness activities.</li></ul>
<b>5%</b>	<b>Promote Diversity, Equity, and Inclusion</b> <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>

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_