

CALIFORNIA CONSERVATION CORPS

**POSITION DUTY STATEMENT**

WORKING TITLE OF POSITION <b>Crew Supervisor</b>	REPORTING UNIT NUMBER <b>651</b>	
DIVISION/BRANCH OR CENTER <b>Sacramento Center</b>	LOCATION <b>Sacramento, CA</b>	
CLASS TITLE <b>Conservationist 1</b>	POSITION NUMBER <b>533-651-1029-XXX</b>	EFFECTIVE DATE 10/1/2025

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.

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 with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Under the supervision of the Conservation Supervisor, the Conservationist 1 is responsible for managing and monitoring Center Crews as follows:

35%	<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. Primary areas of work will be energy surveys and retrofits.</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 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, 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>Plan and implement work while on spike, often in remote areas.</li> </ul>
35%	<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 and/or spikes, if assigned). Monitor dormitories and ensure the health</li> </ul>

<p>15%</p>	<p>and safety of all Corpsmembers on CCC facilities. Provide informal counseling to Corpsmembers; refer to formal counseling, if needed.</p> <ul style="list-style-type: none"> <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> <p><b>Recordkeeping and Personnel Administration.</b></p> <ul style="list-style-type: none"> <li>• Maintain time and leave records, approve leaves, accrual of CTO.</li> <li>• Develop supervisor's reports of injuries, disciplinary reports and weekly project and safety reports.</li> <li>• Document conservation awareness activities.</li> </ul>
<p>10%</p>	<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 C license with a passenger endorsement and CCC-sponsored driver training course(s).</li> </ul>
<p>5%</p>	<p><b>Diversity, Equity, Inclusion and Accessibility</b></p> <ul style="list-style-type: none"> <li>• Participate in professional development training, as well as tasks, training, and activities that support programmatic and workplace diversity, equity, and inclusion.</li> </ul>

I have read and understand these duties:

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

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