**State of California**

**CALIFORNIA CONSERVATION CORPS**

**POSITION DUTY STATEMENT**

| **WORKING TITLE OF POSITION** | **REPORTING UNIT NUMBER** | |
|---|---|---|
| Fire Crew Supervisor | 814 | |
| **DIVISION/BRANCH OR CENTER** | **LOCATION** | |
| Region 3/Camarillo District | Camarillo, CA | |
| **CLASS TITLE** | **POSITION #** | **EFFECTIVE DATE** |
| Conservationist 1 | 533-814-1029-XXX | |

**Supervision/Lead Guidance Exercised**

| **NUMBER** | **DIRECT SUPERVISION CLASSES** | **NUMBER** | **LEAD GUIDANCE CLASSES** |
|---|---|---|---|
| 5-17 | Corpsmembers | 1-2 | Special 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 wild land fires and floods. This position requires successful completion of the CALFIRE Type I fire training program.

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 Conservationist Supervisor, the Conservationist 1 performs the following duties:

| **Relative time required** | |
|---|---|
| **40%** | **Supervise, Mentor and Evaluate Corpsmembers**<br>• Supervise young adults (Corpsmembers) working on public service conservation projects in urban and rural areas. Some projects may be in remote areas of California.<br>• Supervision of Corpsmembers during non-work hours (night and weekend supervision, if assigned).<br>• Monitor dormitories and ensure the health and safety of all |

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| | Corpsmembers on CCC facilities.<br>• Mentor and instruct Corpsmembers on the importance of work productivity, teamwork, safe work habits and discipline on work projects.<br>• Responsible for following CCC established Corpsmember Corrective Action, EEO, and VIWP policies; to include taking appropriate action, documentation and reporting to hold Corpsmembers accountable for their performance and behavior. Recommend disciplinary action when necessary.<br>• Evaluate Corpsmembers' performance daily, by providing immediate feedback, provide monthly feedback via Corpsmember Performance Evaluation (CMPE).<br>• Respond to emergencies such as wild land fires, floods, pest eradication and mudslides.<br>• Follow and Implement established Health and Safety policies and procedures.<br>• Take immediate action in life-threatening situations. |
| **30%** | **<u>Train, Teach and Counsel Corpsmembers</u>**<br>• Develop Corpsmembers' leadership skills. Recommend Corpsmembers as candidates for the CCC Leadership Training Program. Mentor Corpsmember leaders.<br>• Instruct and mentor Corpsmembers in the protection and conservation of California's natural resources.<br>• Instruct Corpsmembers in skills to include but not limited to; basic construction, landscaping, erosion control and trail building and maintenance.<br>• Provide informal counseling to Corpsmembers; refer to formal counseling, if needed.<br>• Monitor the educational attainment of Corpsmembers engaged in non-work educational opportunities. Provide feedback and evaluation to Corpsmembers.<br>• Respond to evening and weekend emergency situations.<br>• Identify, select and train Corpsmember in various training programs, to include driver training, power tool and equipment use. Assist in their attainment of a Commercial Class C license with passenger endorsement and CCC-sponsored driver training course(s). |
| **15%** | **<u>Care, Maintenance and Security of State Equipment and Property</u>**<br>• Inspect vehicles and equipment to ensure safe operation; recommend repairs and maintenance as needed. Maintain cleanliness daily.<br>• Drive and operate state vehicles and equipment, perform minor repairs and maintenance.<br>• Maintain inventory of state issued equipment and tools; request replacement and/or maintenance as necessary. |

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| **10%** | **<u>Recordkeeping and Personnel Administration</u>**<br>• Maintain daily timekeeping and Corpsmember leave records.<br>• Develop and submit accident reports, injury reports, disciplinary reports, daily/weekly project accomplishments and safety reports.<br>• Document, track and submit hands on Corpsmember Training accomplishments, conservation awareness, and other training as required. |
| **5%** | **<u>Promote Diversity, Equity, and Inclusion</u>**<br>• Participate in professional development trainings, as well as tasks, trainings, and activities that support programmatic and workplace diversity, equity, and inclusion. |

**SPECIAL REQUIREMENTS**
Must possess a valid California Commercial Class C driver's license with Passenger Endorsement.

Employee Printed Name_____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____