State of California

CALIFORNIA CONSERVATION CORPS

POSITION DUTY STATEMENT

WORKING TITLE OF POSITION Crew Supervisor	**REPORTING UNIT NUMBER** 1715	
DIVISION/BRANCH OR CENTER Region 1 – Ukiah Center	**LOCATION** Ukiah	
CLASS TITLE Conservationist 1	**POSITION #** 533-715-1029-XXX	**EFFECTIVE DATE** Upon Hire

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 1 is responsible for performing the following duties:

Relative time required	**Description of Responsibilities**
35%	**Supervise, Train, and Evaluate Corpsmembers** • 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. • 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. • Instruct Corpsmembers in the protection and conservation of California's natural resources. • Instruct Corpsmembers in skills such as: energy auditing, energy conservation measure installation, data entry, report generation, etc. • Respond to emergencies such as wild land fires, floods, pest eradication and mudslides. Ability to take immediate action in life-threatening situations. • Directs Corpsmembers and specialists performing energy audits on buildings; often without technical assistance provided by sponsor on spike. • Plan and implement work while on spike, often in remote areas.

30%	**Teach, Direct and Counsel Corpsmembers** • Develop Corpsmembers' leadership skills. Recommend Corpsmembers as candidates for the CCC Leadership Training Program. Mentor Corpsmember leaders. • 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. • Monitor the educational attainment of Corpsmembers engaged in non-work educational opportunities. Provide feedback and evaluation to Corpsmembers. • Respond to evening and weekend emergency situations.
15%	**Care, Maintenance and Security of State Equipment and Property** • Inspect vehicles and equipment to ensure safe operation; recommend repairs and maintenance. • Drive and operate state vehicles and equipment, perform minor repairs and maintenance. • Identify, select and train Corpsmember drivers. Assist in their attainment of a Class B license and CCC-sponsored driver training course(s).
15%	**Recordkeeping and Personnel Administration** • Maintain time and leave records, approves leaves, accrual of CTO. • Develops supervisor's reports of injuries, disciplinary reports and weekly project and safety reports. • Document courses, training, development, and other educational opportunities generated during supervision.
5%	**Promote Diversity, Equity, and Inclusion** • 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 driver's license when conducting state business that requires driving a vehicle. Travel throughout the state is required**.**

Employee Signature _____ Date: _____

Supervisor Signature _____Date: _____

CALIFORNIA CONSERVATION CORPS
POSITION DUTY STATEMENT

WORKING TITLE OF POSITION: **Crew Supervisor**	REPORTING UNIT NUMBER: 715	
DIVISION/BRANCH OR CENTER: **Region 1**	LOCATION: Mendocino	
CLASS TITLE: **Conservationist 1**	POSITION NUMBER: 533-715-1029-XXX	EFFECTIVE DATE: Upon Hire

Supervision Exercised

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
5 - 17	**Corpsmembers**		

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.

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.

Under the direction of the Conservationist Supervisor, the Conservationist I perform the following duties:

40%

Supervise, Train and Evaluate Corpsmembers.

- 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.
- Teach corpsmembers the importance of work productivity, teamwork, safe work habits and discipline on work projects. Responsible for following CCC established discipline policies and hold corpsmembers accountable for their behavior. Recommend disciplinary action when necessary. Evaluate corpsmembers' performance.
- Instruct corpsmembers in the protection and conservation of California's natural resources.
- Instruct corpsmembers in skills such as: construction, landscaping, erosion control and trail building and maintenance.
- Respond to emergencies such as wild land fires, floods, pest eradication and mudslides. Ability to take immediate action in life-threatening situations.

25%

Teach, Direct and Counsel Corpsmembers.

- Develop corpsmembers' leadership skills. Recommend corpsmembers as candidates for the CCC Leadership Training Program. Mentor corpsmember leaders.
- 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.
- Monitor the educational attainment of corpsmembers engaged in non-work educational opportunities. Provide feedback and evaluation to corpsmembers.
- Respond to evening and weekend emergency situations.

15%

Care, Maintenance and Security of State Equipment and Property.

- Inspect vehicles and equipment to ensure safe operation; recommend repairs and maintenance.
- Drive and operate state vehicles and equipment, perform minor repairs and maintenance.
- Identify, select and train corpsmember drivers. Assist in their attainment of a Commercial Class C license with passenger endorsement and CCC-sponsored driver training course(s).

15%

Recordkeeping and Personnel Administration.

- Maintain time and leave records, approves leaves, accrual of PLC.
- Develops supervisor's reports of injuries, disciplinary reports and weekly project and safety reports.
- Document conservation awareness activities.

5%

Promote Diversity, Equity, and Inclusion

- Participate in professional development trainings, as well as tasks, trainings, and activities that support programmatic and workplace diversity, equity, and inclusion.

Employee Name: _____Signature: _____ Date: _____

Supervisor Name: _____Signature: _____ Date: _____