CREW SUPERVISOR

DEFINITION

Under direction of the Project Coordinator is responsible for the daily supervision, training, safety and performance of a crew of at-risk young adults in a variety of environmental, conservation-related work and educational activities. This is a working supervisor position. Work projects may include habitat restoration, trail maintenance, construction, recycling, park renovation and/or maintenance, or general labor projects. Administrative responsibilities include data tracking and reporting, vehicle, tool and equipment safety/security. Interaction with staff and sponsors to complete projects.

DUTIES AND RESPONSIBILITIES (any one position may not include all of the listed duties nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Supervise, direct and coordinate a crew of up to 12 members in a job training/educational program. Coach, motivate and counsel crew members on personal, professional and educational improvement. Teach and mentor job skills, positive work ethic and conservation practices. Maintain discipline, build positive moral and resolve problems through cooperative teamwork. Performs performance evaluations on all crew members including rewarding and disciplining; addressing complaints and resolving problems. Enforce policies and procedures and adhere to program goals and philosophy. Serve as liaison with project sponsor, community groups and volunteers. Plan, coordinate and ensure the work is of high quality and that projects are completed safely and professionally according to the sponsor and specifications. Ensure safe work practices, proper vehicle and tool use, maintenance and security. Discuss project progress and conduct training related to assigned work projects and program goals both on the job and by conducting regular individual and crew meetings. Collect pertinent data and facts to prepare oral and written reports, summaries, evaluations and project documentation. Support and participate in educational activities as required. Attend and contribute in staff meetings.

EDUCATION AND EXPERIENCE

Education and Experience
Associates degree preferred; or two years related experience and/or training; or equivalent combination of education and experience.

Knowledge
Must have knowledge of the use of various hand and power tool usage, maintenance and tool safety. Must have knowledge of the maintenance and cleaning of equipment used in the performance of assigned jobs. Be familiar with trail tools and techniques. Be able to follow instructions on map and survey reading. Willing to be flexibility in assignments and work hours.
Skills and Ability
Must be able to perform all of the essential duties of the position. Communicate effectively in both oral and written form; read, understand and follow instructions and maps. Organize, prioritize, perform and/or delegate and complete multiple tasks to meet deadlines. Willing to get dirty and work outdoors in various weather conditions. Must have the ability to walk several miles and stand for extended periods of time; kneel and lift materials greater than 25 lbs; use a variety of hand tools. Work cooperatively and effectively with individuals and groups.

Physical Ability
Requires the ability to stand and walk for extended periods of time; bend, stoop and perform repetitive arm and shoulder motions with moderate exertion. Requires good hand-eye coordination, arm-hand dexterity and visual acuity including depth perception to operate tools and equipment; reach, push and pull with hands and arms and talk or hear. Frequently requires the ability to climb or balance and stoop, kneel, crouch or crawl. Requires the ability to regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception necessary for the operation of vehicles and tools.

Work Environment
While performing the duties of this job, the employee is exposed to outside weather conditions which may include extreme heat or cold and rain. Frequently exposed to moving mechanical parts. The noise level in the work environment is normally moderate but may at times be loud.

Safety Requirements
The YSCCC is committed to providing a safe work environment with the highest safety standards. The responsibilities of this position include compliance with all YSCCC and government safety regulations and procedures. This position requires the employee be knowledgeable of and follow all YSCCC safety policies and procedures.

Licenses and Certificates

Valid driver’s license with the ability to obtain Class B driver’s license within 90 days of employment.

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