



**SJCOE**  
EDUCATE · INNOVATE · INSPIRE

## Job Description

---

<b>POSITION TITLE:</b>	<b>Crew Leader II</b> <b>Greater Valley Conservation Corps</b> <b>County Operated Schools and Programs</b>	<b>#2394</b>
<b>SALARY PLACEMENT:</b>	<b>Classified Salary Schedule</b> <b>Range 25</b>	

---

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Must possess a high school diploma, GED, or equivalent. Proficiency in using tools appropriate for various work projects i.e. recycling and natural resources. One year experience working and/or training young people of various ethnic and socio-economic backgrounds. Must be able to work weekends and have the flexibility to work various work shifts.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Associate of Arts Degree and/or Bachelor's Degree. Possess computer skills (Microsoft Office Environment) and the ability to complete the necessary reports. Experience working in a conservation corps in the areas of recycling, natural resources and environmental stewardship. One year experience working in the areas of recycling and natural resource activities.

### **CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Ability to lead, train, mentor, and develop safeguards. Ability to structure tasks, establish priorities and set goals. Demonstrate a high level of professionalism and work ethics to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability and ethnic backgrounds. The Crew Leader II must be able to relate, train and motivate the corpsmembers to create stronger ties to their communities through community involvement and services; explore avenues for personal growth and development in a respectful and nurturing environment and develop leadership skills to contribute to the advancement of all people. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

### **SUMMARY OF POSITION:**

Under the direction of the Greater Valley Conservation Corps Director, and the Assistant Superintendent for County Operated Schools and Programs, the Crew Leader II implements the mission of the Greater Valley Conservation Corps by using his or her leadership, supervisory, technical and interpersonal skills to develop the educational and work skills of the participant's enabling them to advance their own personal and career opportunities. The Crew Leader II provides the closest personal contact with the corpsmembers in the work environment. The ability of the Crew Leader II to relate, train, and motivate enables the corpsmembers to create stronger ties to their communities through community involvement and services; explore avenues for personal growth and development in a respectful and nurturing environment, and develop leadership skills to contribute to the advancement of all people. Duties will consist of supervising a crew of corpsmembers while picking up recycling materials, supervising events, litter abatement projects, assisting in warehouse activities, daily routes from various accounts including special events, schools, parks and businesses. The Crew Leader II will also assist with natural resource projects, including but not limited to, landscape maintenance, deconstruction, habitat restoration and other projects assigned.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, sponsors, community organizations, government agencies, parents, corpsmembers, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Communicate effectively both orally and in writing.
4. Analyze situations accurately and adopt an effective course of action.
5. Establish and maintain cooperative and effective working relationships with others.
6. Motivate young people to fulfill their education, development and work plans and goals.
7. Transport corpsmembers to and from worksites, SJCOE sites, and community event sites.
8. Provide corps members the skills necessary to improve their employability.
9. Oversee the crew in the completion of service projects including maintenance natural resources, and recycling.
10. Ensure safe work practices, a safe work environment and the proper maintenance of vehicles, equipment and tools.
11. Ensure that a consistent high quality of work is performed on recycling and natural resource projects.
12. At project worksites, serve as liaison between project sponsoring agency staff and your supervisor.
13. Train and guide the team in project development tasks.
14. Implement work projects timely and efficiently from start to finish.
15. Ensure appropriate equipment availability for corps members.
16. Provide team support for community events and promote community involvement in team projects.
17. Plan and carry out assigned crew scheduling.
18. Complete daily project logs, for example corpsmember project logs, and vehicle mileage logs.
19. Conduct daily safety tailgate meetings.
20. Counsel, motivate, and provide constructive discipline and positive reinforcement for corpsmembers.
21. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Demonstrate normal manual dexterity and eye-hand coordination to operate power and motorized equipment using both hands.
2. Demonstrate physical agility to frequently stop, kneel, bend, crouch, reach overhead, grasp, push, pull, lift and move objects up to 50 pounds shoulder height and occasionally lift in excess of 50 pounds with assistance.
3. Demonstrate normal depth perception.
4. Stand and walk for extended periods.
5. See and read printed matter, with or without visual aids, distinguish colors, read and understand rules and policies, labels and instructions.
6. Ability to use telephones and office equipment.
7. Verbal communication including the ability to speak and hear at normal room levels.

**WORK ENVIRONMENT:**

Work is performed in indoor and outdoor environments; exposure to dust, oils, and cleaning chemical; may work on ladders or scaffolding; may work with exposure to moisture; some exposure to childhood and other diseases in a school environment, regular contact with SJCOE staff, district office staff, and the public.