



SJCOE
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Job Description

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| POSITION TITLE: | Natural Resource Supervisor Greater Valley Conservation Corps County Operated Schools and Program | #2412 |
| SALARY PLACEMENT: | Classified/Confidential Supervisory Schedule Range 1 | |

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a high school diploma, GED, or equivalent. Must be able to work weekends and have the flexibility to work various work shifts. Previous experience in natural resource management, environmental studies, and vocational training or counseling. Experience in using a variety of hand and power tools.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess two years of college education or vocational training in natural resource management, environmental studies, from an accredited college or university. Two years of supervisory and project management experience, preferably in a Conservation Corps model. Possess a C-27 Business License. Prior experience supervising youth from a wide variety of social, economic and educational backgrounds to work together as a team. Community service and/or volunteer work experience.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Ability to provide training and to serve as a mentor and positive role model for youth. Ability to structure tasks, establish priorities and set goals. Knowledge of how to effectively interact with individuals from diverse cultural, socioeconomic, disability, and ethnic backgrounds. Ability to demonstrate teamwork through cooperation and collaboration with others. Possess current standard First Aid and CPR certification. Ability to operate a computer and knowledge of assigned software. 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 COSP, the Natural Resource Supervisor (NRS) is responsible for all aspects of supervision for a crew of 8-12 young adults ages 18-25. The NRS will lead the crew in successfully completing natural resource projects, including habitat restoration, fire fuel reduction, creek maintenance/restoration and landscape maintenance. The NRS will make significant contributions to providing a positive work environment that values diversity and fosters a commitment to teamwork and learning. Additional responsibilities include facilitating personal and professional development; supporting educational goals; providing training including tool use, teamwork, leadership skills, and work place communication; developing proper work habits; providing quarterly evaluations; taking action to resolve inappropriate behavior and personnel issues; documenting performance and learning accomplishments; conducting projects in a safe manner; producing a level of productivity and quality that meets the expectations of Greater Valley Conservation Corps and clients; ensuring all equipment is properly cared for; tracking work hours on a daily basis; and documenting project accomplishments.

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Communicate effectively both orally and in writing.
2. Analyze situations accurately and adopt an effective course of action.
3. Establish and maintain cooperative and effective working relationships with others.
4. Work independently with little direction.
5. Meet schedules and time lines.
6. Provide corpsmembers the skills necessary to improve their employability, fulfill their education, and meet their goals.
7. Ensure safe work practices, a safe work environment, and the proper maintenance of vehicles, equipment and tools.
8. Prepare reports as needed for the program.
9. Possess knowledge of conservation practices.
10. Possess the ability to do strenuous work in adverse weather conditions.
11. All other duties as assigned.

PHYSICAL REQUIREMENTS:

1. Employees in this position must have the ability to:
2. Demonstrate normal manual dexterity and eye-hand coordination to operate power and motorized equipment using both hands.
3. Demonstrate physical agility to frequently stop, kneel, bend, crouch, reach overhead, grasp, push, pull, lift and move objects up to 75 pounds shoulder height, and occasionally lift in excess of 75 pounds with assistance.
4. Demonstrate normal depth perception.
5. Stand and walk for extended periods.
6. See and read printed matter, with or without visual aids, distinguish colors, read and understand rules and policies, labels and instructions.
7. Use telephones and office equipment.
8. Verbal communication including the ability to speak and hear at normal room levels and on the telephone.

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; regular contact with SJCOE staff, district office staff, students and the public. The NRS works outdoors around equipment and machinery, walking on uneven ground and steep hillsides, with exposure to excessive noise, fumes and extremes in temperature.